



Garlinge and Parkside Schools and Nurseries Federation

Gifts and Hospitality Policy

School Names	Garlinge Primary School and Nursery Parkside Community Foundation Primary School
Adopted by Governing Board date	18 March 2025
Version control	1
Review date	March 2028

Contents

1. Introduction	1
2. Principles	1
3. Putting Policy into Practice	1
3.1 Delegated Authority	1
Gifts and Hospitality Received	1
Gifts Provided	2
Hospitality Provided	2
3.2 The LA's Financial Controls.....	2
3.3 Monitoring and Approval	3
3.4 Income.....	3
3.5 Fraud and Irregularities.....	3

1. Introduction

The Governors of Garlinge Primary School and Nursery (GPSN) and Parkside Community Foundation Primary School (PCFPS) are committed to providing sound financial controls, to achieving value for money and to being worthy custodians of public money. To achieve these aims the Executive Headteacher and the Governing Board have drawn up this Gifts and Hospitality Policy to provide the guiding principles for which all Governors and staff will operate within.

This policy has been drawn up in accordance with the Local Authority's (LA) [Scheme for Financing Schools](#).

This Policy should be used in conjunction with the school's Finance Policy, however the limits set within the Scheme of Delegation in relation to Gifts and Hospitality are exempt and the lower of the two values should be used.

2. Principles

Our Gifts and Hospitality Policy adheres to the as per the LA's Scheme for Financing Schools - Section 2: Financial Controls, 2.18 Gifts and Hospitality.

3. Putting Policy into Practice

3.1 Delegated Authority

Gifts and Hospitality Received

A record of all Gifts and Hospitality provided to staff is retained and recorded on the school's Gifts and Hospitality Register.

Any gifts and hospitality received from related parties are recorded on the Gifts and Hospitality Register to ensure transparency around there being no undue influence on decisions taken.

Gifts from parents can be accepted but will be recorded on the school's Gifts and Hospitality Register if the value exceeds £50 from an individual child/parent or if the value exceeds £100 where the gift is from a group of children/parents. If the value of the gift is unknown but could exceed the thresholds set here, the gift should be recorded on the Register.

In the instance where a gift of promotional nature is given to a wide range of people this is deemed as acceptable and does not require recording in the Gifts and Hospitality Register.

The Gifts and Hospitality Register should be shared with the Learning and Management Committee on an annual basis and shared under 'confidential business'.

Gifts Provided

Any gifts provided by the school will be less than £25 and must meet the delegation and controls outlined with the school's Finance Policy; the decision will be documented and ensure it achieves propriety and regularity in its use of public funds.

The school will not use school budgets to purchase gifts for staff, unless in exceptional circumstances on compassionate grounds to a maximum value of £25.

The school may provide gifts for voluntary helpers in recognition of exceptional support.

The providing of gifts should be reported to and agreed by governors annually alongside the Gifts and Hospitality Register.

This policy outlines examples of what the Governing Board deems appropriate examples of exceptional circumstances for purchasing staff gifts:

- Long service award for 25+ years
- Well-being gift for an employee with a serious medical condition/disease/illness

Hospitality Provided

School funds will not generally be used for providing hospitality or meals for staff, with the following exceptions:

- The school will provide a pool of refreshments such as tea, coffee, milk and sugar for consumption by staff and visitors to the school is permitted.
- A light meal and non-alcoholic drinks may be purchased where meetings with visitors to the school extend through the lunchtime period.
- School meals may be provided to staff who are supporting children at lunchtime by eating with them and supporting relationships, particularly where this supports behaviour or SEN needs. This relates to specified children who have been identified as requiring additional lunchtime support.

The providing of hospitality should be reported to and agreed by governors.

3.2 The LA's Financial Controls

Schools need to adhere to the LA's Scheme for Financing Schools and the Financial Controls when purchasing any gifts and hospitality.

3.3 Monitoring and Approval

The Gifts and Hospitality Register will be monitored by Governors on an annual basis. Governors will also receive an annual report as part of the Leadership Report regarding Gifts and Hospitality provided by the school.

3.4 Income

This policy relates to school funds delegated by the Local Authority and income derived from use of school property provided by the Local Authority.

Income may be derived from collection from staff or parents by collection or holding a fundraising event. Those contributing must be made aware of the purpose of the fundraising.

3.5 Fraud and Irregularities

All schools must have a robust system of controls to safeguard themselves against fraudulent or improper use of public money and assets. Schools must ensure they have a current Anti-Fraud, Bribery and Corruption Policy in place and that staff are made aware of this and the LA's Whistleblowing arrangements and to whom they should report concerns. This information must be communicated to all staff and also be included in induction for new school staff and governors.