

# Staff Gifts & Hospitality Policy

Valid from (academic year)

2021/2022

Next review (academic year)

**2025/2026**

Polices remain valid until revoked or reviewed.

Policy Owner

Deputy Principal of Finance & Planning

Committee approval

*SLT*

Policy & EIA Approval date

July 2021

Board of governors' committee

Audit Committee

Approval date

November 2021

Board approval necessary

NOT APPLICABLE

Date of Board approval

Summary of Changes

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## **INTRODUCTION**

Staff and governors are required to exercise discretion before accepting gifts or hospitality which could be construed as having or seeking to have undue influence on the integrity or impartiality of recipients in the discharge of their professional duties.

## **SCOPE**

This policy applies to all staff and governors of Stanmore College.

## **SUPPLIERS OF GOODS/SERVICES**

All staff and governors are required to declare, in a written register maintained in the Principal's Office, any personal gifts or hospitality of estimated value in excess of £50 received from persons or parties connected with Stanmore College which could be construed as being given as a result of their position within the organisation. This includes gifts from suppliers, students or parents.

## **ACCEPTING OR REFUSING GIFTS**

In the case of staff, gifts and hospitality in excess of £50 may not be accepted without the written agreement of the Principal (or in the event that the Principal is the potential recipient, the Chair of the Board of Governors). In the case of governors, written agreement is required from the Chair through the Director of Governance, or in the event that the Chair of Governors is the potential recipient, the Vice-Chair of the Board of Governors.

In order to maintain ethical standards, there must be no question of the gift/hospitality/services being interpreted as unduly influencing the individual concerned. The Principal or Chair/Vice-Chair of the Board of Governors may decide to return the gift or to treat it as a donation to the College, as he/she sees fit depending on his/her judgement of the circumstances. The acid test to inform the Principal's or the Chair/Vice-Chair's judgement with gifts and hospitality/services will be whether or not there are sound business reasons for accepting them.