

CAMBRIAN

Nurturing Growth - Inspiring Minds



Gifts and Hospitality Policy

V1.3

This document applies to all academies and operations of Cambrian Learning Trust.

www.cambrianlearningtrust.org

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Background

1. Cambrian Learning Trust (CLT) is committed to the highest level of integrity, honesty and accountability in all its business dealings. All staff, Trustees and Governors are expected to maintain high standards of propriety and professionalism in all their dealings, ensuring they are free from any conflict of interest through their business in the name of the Trust.
2. In order to protect all individuals associated with the Trust, and the reputation of the Trust and its schools, from accusations of bribery or corruption staff, Trustees, and Governors must take extreme care that none of their dealings, directly or indirectly, could be deemed as a reward or benefit, in line with the Prevention of Fraud and Bribery Act 2010. This Act makes it a criminal offence to:
 - a. offer, promise or give a bribe
 - b. request, agree to or accept a bribe
 - c. (by an organisation) fail to prevent bribery by those acting on its behalf (associated persons) to obtain or retain business or a business advantage for the organisation.
3. Under this Act, a bribe is 'a financial or other advantage' offered, promised or given to induce a person to perform a relevant function or activity improperly, or reward them for doing so.
4. The Trust and each school within the Trust will hold a Gifts and Hospitality Register.

All gifts/hospitality over the value of £30 must be recorded in the Gifts and Hospitality Register.

5. The contents of the Gifts and Hospitality Register may be disclosed under the Freedom of Information Act.

Definitions

6. A gift is any item or service, award, prize or any other benefit which is received free of charge; or personally offered at a discounted rate or on terms not available to the general public or which might be seen to compromise the personal judgment or integrity of the recipient.
7. Hospitality is the offer of food, drink, accommodation or entertainment or the opportunity to attend any cultural or sporting event not available to the general public or as a guest of a company.

Dealing with Gifts and Hospitality

8. The Trust expects staff, Trustees and Governors to exercise the utmost discretion in giving and accepting gifts and hospitality when on Trust business. Particular care should be taken about a gift from a person or organisation that has, or is hoping to have, a contract with our organisation. In any case of doubt advice should be sought from the Chief Operating Officer.
9. Staff, Trustees and Governors must not make use of their official position to further their private interests or those of others.
10. Staff, Trustees and Governors must not accept gifts, hospitality or benefits of any kind from a third party where it might be perceived that their personal integrity is being compromised, or that the Trust might be placed under an obligation.
11. Gifts of low intrinsic value such as promotional calendars or diaries, small tokens of gratitude, can be accepted. If there is any doubt as to whether the acceptance of such an item is appropriate, individuals should decline the gift or refer the matter to the Chief Operating Officer.
12. Where a more valuable gift, benefit or service is offered which is to the good of the Trust, rather than an individual, it must be referred to the Chief Operating Officer, or if in the case of the Chief Operating Officer, to the Chair of the Board of Trustees for approval within their discretion; if acceptable, then these terms must be recorded in the register.
13. Hospitality such as working lunches, coffees etc. are perfectly acceptable where it is appropriate to offer or receive these in support of good relationships with visiting staff or business colleagues. Modest hospitality, provided it is reasonable in the circumstances, should be similar to the scale of hospitality which the Trust as an employer would be likely to offer. These would not be added to the register. Hospitality received above this level should be recorded in the register.
14. If a member of staff, trustee or Governor is offered a gift or hospitality whilst involved in the procurement of goods and services, tenders for work or when liaising with anyone conducting business with the Trust (other than light refreshments) it is their responsibility to discuss this with the Chief Operating Officer.
15. If not accepting a gift would be regarded as causing offence (such as a sudden and unexpected gift or one where refusal could cause cultural offence) the item should be accepted. The matter should then be brought to the attention of the Chief Operating Officer as soon as possible, who may decide to return the gift, or may donate it to the Trust raffle/fair or a charitable cause.
16. Examples of gifts or hospitality that should not be accepted are cash or monetary gifts; gifts or hospitality offers to a member of your family; gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited or during the tender process; staff, Trustee or Governor attendance at

sporting and cultural events at the invitation of suppliers, potential suppliers or consultants. (Where it is considered that there is a benefit to the Trust or one of its schools if a member of staff, Trustee or Governor attending a sponsored event, the attendance must be formally approved and registered by the Chief Operating Officer).

17. Where a gift is received on behalf of the Trust, the gift remains the property of the Trust. The gift may be required for departmental display, or it may, with the Chief Operating Officer's approval, remain in the care of the recipient. Unless otherwise agreed, the gift should be returned to the department on or before the recipient's last working day.
18. Gifts are sometimes offered by suppliers with the purchase of items. All such special offer gifts are the property of the Trust and must be used accordingly.

Gifts To and From Students

19. Given the nature of the professional responsibilities of staff, they are directed not to give gifts/hospitality to students during their period of study. This does not apply to the award of gifts, prizes etc. related to the achievement of pupils e.g. attainment or merit awards.
20. It is recognised that at specific times of the year teachers may present their class of students with a small token gift, this policy recognises this common practice.
21. It is common for appreciative parents and pupils to register their thanks for the work of staff in the form of a small personal gift. If these are valued at less than £30 these are perfectly acceptable without reference to Head teacher. These will not need to be recorded in the register. Where gifts valued over £30 are accepted, these should be recorded in the register. Advice can be sought from the Chief Operating Officer if required.

Giving Gifts and Hospitality by Schools and the Trust

22. The Trust and its schools will not normally use public funds to give gifts to staff, governors or Trustees or external individuals or organisations. If gifts are given, staff must ensure that the decision is fully documented in the Gift and Hospitality Register (all publicly funded gifts no matter the value should be recorded) and has regard to the propriety and regularity of the use of public funds.
23. This does not apply to the award of gifts, prizes etc. related to the achievement of pupils e.g. attainment or merit awards.
24. Where gifts are given to members of staff or volunteers by the school to commemorate special occasions, this should not be routinely purchased using school funds, any exceptions need to be preapproved by Chief Operating Officer.

25. Where hospitality is provided by the Trust or its schools using public funds this should be approved in advance by the Chief Operating Officer. In approving hospitality, the Chief Operating Officer must ensure it is not in breach of the UK Bribery Act 2010 and also that the costs are appropriate for a publicly funded organisation. Hospitality such as working lunches, coffees etc. and modest hospitality in the form of meals etc. are perfectly acceptable, and do not need prior approval, where it is appropriate to offer or receive these in support of good relationships with visiting staff or business colleagues (but not for their family or friends). These would not be added to the register. Hospitality provided above this level should be recorded in the register.
26. Where hospitality, including use of funds to support events such as farewell gatherings, end of term or year gatherings should not routinely be paid for using public funds, advice should be sought from the Chief Operating Officer in the first instance, and these events must be recorded in the hospitality register.
27. Any gifts or hospitality during a period running up to a religious holiday should be avoided.

Non-Compliance

28. In the case where it is believed a member of staff, Trustee, or Governor has not declared a gift or hospitality then a formal investigation will be instigated by the CEO or Board of Trustees. If misconduct is indicated, this may take the form of disciplinary procedures in the case of employees.

Register of Gifts

29. The Trust Office has responsibility for the ownership of the policy and the Gift and Hospitality Register for the central team and Trustees and Members. The register is reviewed and signed annually by the Chair of the Resources Committee.
30. Each school within the Trust must have a Gift and Hospitality register which is reviewed and signed by the Chair of the LGC annually.
31. Individual staff are personally responsible for reporting any gifts/hospitality offered and whether these have been accepted or declined.
32. The following should be recorded:
 - a. Nature of gift/hospitality
 - b. Value of gift/hospitality
 - c. Name of person/company offering the gift/hospitality
 - d. Date gift/hospitality accepted/refused
 - e. Name of employee