



# **Bishop Chadwick Catholic Education Trust**

## **Gift and Hospitality Policy**

<b>Policy dated:</b>	<b>25 January 2022</b>
<b>Date of next review:</b>	<b>January 2025</b>

## **Purpose**

The purpose of this policy is to ensure that the Trust adheres to the required standards of conduct and that there is no perceived or real risk of corruption or conflict of interest.

## **Scope**

The policy applies to all employees, members, directors and governors and should be read in conjunction with the Trust's Anti-Fraud, Corruption and Bribery Policy and the Employee Code of Conduct.

## **Policy for offers received**

All offers of gifts or hospitality should be treated with caution.

The Code of Conduct provides full details of how to deal with all offers of gifts or hospitality. If employees, Directors/Governors are in any doubt about the acceptance of a gift or hospitality they should inform the Chief Financial Officer in advance and seek advice.

A register of gifts will be maintained in line with the policy and held by the Chief Financial Officer

## **Policy for providing hospitality**

The Trust may provide hospitality in connection with its carry out its affairs where it is appropriate for the circumstances. The hospitality may be provided to:

- Directors and Local Governing Committee members
- Staff
- Representatives from firms or companies visiting the Trust
- Any other visitors connected with the business of the Trust

The hospitality provided should be modest and not normally exceed the provision of tea/coffee/sandwiches or working lunch or dinners.

## **No alcohol will be provided as part of either internal or external hospitality.**

The ESFA is clear that alcohol purchases of any kind are inappropriate and should be treated as irregular expenditure by the Trust's external auditors

Hospitality provided outside of the Trust premises shall require the authorisation of the CEO/Accounting Officer/COO.

## **Policy for providing gifts**

The Trust may occasionally provide gifts, where it can be demonstrated that the use of academy funds is appropriate and has due regard to propriety and regularity in the use of funds, for example token gifts/flowers (up to value £50) may be given to:

- volunteers or speakers to acknowledge services provided to the Trust.
- a longstanding employee who leaves
- an ill member of staff in exceptional circumstances

All gifts will require the approval of the Chief Financial Officer and such approval will be documented.

**Monitoring**

The register of gifts offered and received will be reviewed annually by the Finance & Resources Committee.

Appendix 1:



**School Name**

### Recording Offers of Gifts and Hospitality

Please complete this form if you have been offered any gift or hospitality with a value of £25.00 or over, as a employee, whether or not you accepted it.

Send the completed form to **XX**

Your Name: \_\_\_\_\_

Your Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Who made you the offer of the gift or hospitality? Put their name and address.

What was the date of the offer?

Please give full details of the gift or hospitality (include the approximate value)

Did you accept it?      YES/NO

What were your reasons for accepting it?

Who authorised your acceptance?

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

