



PRINCE REGENT

STREET TRUST

Gifts and Hospitality Policy

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Prepared by:	PRST Central Team
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Contents

Purpose	2
Scope of Policy	2
Definition.....	2
Policy for offers received.....	2
Policy for providing gifts	3
Monitoring.....	3

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 of Policy

The policy applies to all employees, members, trustees and local governors and should be read in conjunction with the Trust’s HR Staff Handbook, specifically the sections in relation to the Anti-Fraud, Corruption and Bribery Policy and the Staff Code of Conduct Policy.

Definition

Gifts and hospitality can include:

- free goods or services;
- goods or services at discounted prices not available to the general public;
- food, drink, entertainment or accommodation.

Policy for offers received

All offers of gifts or hospitality should be treated with caution. Where a gift or hospitality could be perceived as an inducement or reward for performing Trust duties, or where acceptance of the gift or hospitality could be open to misinterpretation, it should be tactfully but firmly declined.

Where purchased items include a “free gift”, such gifts should be either used for Trust business or handed to the Trust to be used at charity raffles etc. Gifts of a promotional nature, received from businesses e.g. calendars, diaries and pens which are of a low monetary value i.e. less than £50 may be accepted.

Gifts of a value of £30 or less can be accepted from parents and pupils without approval. These gifts do not need to be recorded in the Gifts and Hospitality Register.



All offers of gifts and hospitality of £50 or more in value, including any offers of sponsorship for training or development, whether or not they are accepted, must be recorded promptly (and no later than 28 days from the date of the offer) in a register held by the administrator (see Appendix A)

Acceptance of gifts over £50 must receive prior approval from the Chief Finance & Operations Officer.

Gifts will only be accepted in the following circumstances:

- the offer is proportionate and reasonable;
- there is a genuine reason to accept the gift;
- there is no perceived inducement to influence;
- cash gifts are always refused.

If employees, Trustees or local governors are in any doubt about the acceptance of a gift or hospitality they should inform the Chief Finance & Operations Officer in advance and seek advice.

Where an employee/trustee/local governor receives an unsolicited gift or believes that a person is otherwise attempting to influence him or her, the Chief Finance & Operations Officer should be informed immediately.

Particular care should be taken by employees/trustees/local governors concerned with purchasing or the award of contracts. An individual who knowingly accepts a gift or favour from a contractor or other person seeking services to or from the Trust may put themselves at risk of a disciplinary investigation. Failure to record offers of gifts and hospitality may also be the subject of investigation.

Policy for providing gifts

The Trust may occasionally provide gifts, where it can be demonstrated that the use of Academy Trust 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 Finance & Operations Officer and such approval will be documented.

Monitoring

The register of gifts offered and received will be reviewed every two year by the Finance and Resources Committee.



Further advice can be sought from the Chief Finance & Operations Officer, in conjunction with the Chief Executive Officer.

Breach of this policy may be treated as a disciplinary offence

