



Harrietsham Church of England Primary School

Gifts & Hospitality Policy

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| Responsibility: | School Business Leader |
| Date approved by Governing Body: | June 2026 |
| Governor signature: | Rebecca Emson (Chair) |
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Harrietsham Church of England Primary School

Gifts & Hospitality Policy

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School Context:

Harrietsham CEP Vision Statement

We are a warm, welcoming, and inclusive school rooted in our rural community. Like the mustard seed we grew from tiny beginnings and our branches are now spread wide –providing support and taking our values beyond the school gates. All those in our community feel safe and nurtured - able to flourish and grow academically, spiritually, emotionally and physically to achieve their full God-given potential.

“Nurtured we flourish”

We are a nurturing school. As such we believe in, and follow, **The Six Principles of Nurture** in all of our practice.

1. Children’s learning is understood developmentally.
2. The classroom offers a safe base.
3. The importance of nurture for the development of wellbeing.
4. Language is a vital means of communication.
5. All behaviour is communication.
6. The importance of transition in children’s lives.

Our Values

The roots of our vision are in the parable of the Mustard Seed.

‘The kingdom of heaven is like a mustard seed, which a man took and planted in his field. Though it is the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches’.
Matthew 13 31-32

In order to grow and reach our potential, everything that we do in school is driven by our vision and underpinned by our core Christian values of:

Love, Fellowship and Forgiveness

Introduction

The Governors of Harrietsham Church of England Primary School 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 Headteacher and the Governing Body 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.

Principles

Our Gifts and Hospitality Policy adheres to the following principles, as per the Scheme for Financing Schools. The extract from the Scheme section 2.18 is detailed below:

The purpose of this section is to ensure openness, transparency and accountability for funds delegated to maintained schools.

It is recommended that schools review their Gifts and Hospitality Policy to ensure it is in line with the Model Policy on an annual basis.

Gifts and Hospitality received

- *Schools should have a policy and register in relation to the acceptance of gifts, hospitality, awards, prizes or other benefits that might compromise their judgment or integrity and should ensure all staff are aware of it. (See appendix A)*
- *Gifts from related parties must be recorded on the School's Gifts and Hospitality Register to ensure transparency around there being no undue influence on decisions taken.*
- *Gifts from parents may be accepted but should be registered 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.*
- *School leaders should ensure that school staff understand the acceptance of any gift or hospitality could be perceived by a third party as compromising the integrity of a public servant. If in doubt, the offer should be declined.*
- *A modest gift of promotional nature given to a wide range of people and not to an individual may be deemed as acceptable and not recorded in the Gifts and Hospitality register.*

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

NB: The tax implications of gifts in kind should be considered at all times - [Expenses and benefits for employers: Overview - GOV.UK \(www.gov.uk\)](#)

The Gifts and Hospitality register must be shared with governors.

Gifts provided

- *When making gifts, the school must ensure the value is less than £25, is within its scheme of delegation, and that the decision is documented and achieves propriety and regularity in the use of public funds.*
- *Schools' budgets should not be used to purchase gifts for staff and this includes spa days, bouquets of flowers and gift vouchers, unless in exceptional circumstances on compassionate grounds, e.g. for a bereavement or when a member of staff is seriously ill, which is limited to a maximum of £25.*
- *Schools' budgets may be used to provide gifts for voluntary helpers, in recognition of exceptional support. This is an exception to the general rule.*
- *Where schools would like to recognise staff by buying them gifts (e.g. leaving, long service or birthday) or by holding a celebration event; this must not come from the schools' budget. It is however, perfectly acceptable for a collection from staff or parents to be held, providing those contributing are aware of the purpose of the fundraising.*

NB: The tax implications of gifts in kind should be considered at all times - [Expenses and benefits for employers: Overview - GOV.UK \(www.gov.uk\)](#)

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

Hospitality Provided

School funds devolved by the Local Authority should not generally be used for providing hospitality or meals for staff. However:

- *A pool of refreshments such as tea, coffee, milk and sugar for consumption by staff and visitors to the school is permitted and the purchase of these items can be made through the School Budget.*
- *If meetings with visitors to the School extend through the lunchtime period, it is acceptable to provide a light meal and non-alcoholic drinks, all of which may be purchased through the School Budget.*
- *It is also reasonable to provide refreshments and a light meal on School premises at staff training days or as part of a development or evening / weekend work activity. Food on such occasions should ideally be provided via the School kitchen but should this be unavailable, alternative comparable arrangements can be made with Governing Body approval.*
- *If more than a light meal is required in any of the above situations, these arrangements can only be made with Governing body approval.*
- *Under no circumstances should alcoholic drinks be purchased using School Funds.*
- *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.*
- *Where schools are providing schools meals or other benefits, as part of their recruitment strategy this is not considered "hospitality" and should instead be included as part of their recruitment and retention strategy and agreed accordingly with the Governors with tax implications clearly set out to staff.*

NB: The tax implications of providing hospitality should be considered at all times - [Expenses and benefits for employers: Overview - GOV.UK \(www.gov.uk\)](#)

The providing of hospitality should be reported and agreed by the Governors.

Putting Policy into Practice

Delegated Authority for Harrietsham Church of England Primary School

Gifts and Hospitality Received

A record of all Gifts and Hospitality provided to staff is retained and recorded on the Schools Gifts and Hospitality Register. A template for the Register is held at Appendix 1 of this Policy.

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.

'Nurtured We Flourish'

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 Full Governing Body on an annual basis. If discussed with Full Governing Body or Finance Committee, this should be 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 (such as compassionate grounds due to a bereavement or serious illness) 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.

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.

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.

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 Headteacher's report regarding Gifts and Hospitality provided by the school.

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.

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.

Appendix 1 – Gifts and Hospitality Register

The below is saved as an excel document on our staff shared drive.

Gifts Provided by School:

| School Year | | | | | | | 2025-26 |
|---|------------------------|-----------------|---------------------|---------------|-----------------|------------------------|---------|
| Please complete the table below for Gifts provided by the school from the school budget over £25* to staff or other persons/organisations | | | | | | | |
| <i>*or lower dependant on Gifts & Hospitality policy</i> | | | | | | | |
| Gift Recipient | Member of staff Yes/No | Reason for gift | Description of Gift | Value of Gift | Date gift Given | Governor Approval Date | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Shared with Governors at least annually and minuted in meeting: | | | | | | | |
| Date: | | | | | | | |

Hospitality Provided by School:

| School Year | | | | | | | 2025-26 |
|---|---------------------------------------|--------------------------|------------------------|------|-------|------------------------|---------|
| Please complete the table below for any Hospitality provided by the school from the school budget outside of 'School kitchen' | | | | | | | |
| <i>*Unless Gifts and Hospitality policy names another source</i> | | | | | | | |
| Please complete the table below for any Hospitality provided by the school from the school budget in excess of a 'light meal' | | | | | | | |
| Occasion e.g. Inset day | Who/What was hospitality provided for | Description of provision | Company purchased from | Date | Value | Governor approval Date | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Shared with Governors at least annually and minuted in meeting: | | | | | | | |
| Date: | | | | | | | |

Gifts Received by Staff:

| School Year | | | | | | 2025-26 |
|--|---------------|---------------------|-------|-----------------|---------------------------------|---------|
| Please complete the table below for any gifts received by staff members that have a value of more than £50* if gifted by an individual | | | | | | |
| or more than £100* if gifted from a group of people such as a group of parents. You do not need to include detail of anything already declared within Gifts provided tab | | | | | | |
| <i>*or lower dependant on Gifts & Hospitality policy</i> | | | | | | |
| Name of Recipient | Date Received | Description of Gift | Value | Parent Gift Y/N | If not a parent gift - who from | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Shared with Governors at least annually and minuted in meeting: | | | | | | |
| Date: | | | | | | |