

Wadebridge School



FINANCE POLICY

Appendix 5

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Document Governance	
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Introduction

The Trustees of Wadebridge School are committed to the values of probity and accountability and require all staff and Trustees:

- act with integrity and impartiality at all times
- maintain high standards of propriety and professionalism
- to not act in a way that would create conflict or suspicion of conflict between their official duties as a member of the Wadebridge School community and their private interests.
- ensure that, when they receive a modest benefit allowed under the requirements of this policy they notify the Business Manager so that the register of gifts and hospitality can be updated accordingly. For gifts or hospitality with a value greater than £25 they complete and submit a Declaration of Gifts and Hospitality Form and submit it to School Business Manager thus making it clear that this receipt will not influence their decision making (ie showing favour or disfavour to any person or organisation). Where the Business Manager receives a gift or hospitality in excess of £25 value, the declaration form must be submitted to and signed by the Headteacher or Chair of Trustees.

This policy applies to all Trustees, and members of staff.

This policy does not apply to gifts from students and their families or from colleagues except in cases where the value of the gift or hospitality is in excess of £25.

Statement of Policy

Hospitality received from or the giving of hospitality to a third party is generally not acceptable. *****The exception to this general principle is where there is a genuine need for the development of legitimate and ethically sound business relationships and the hospitality offered will genuinely assist the development of this.*** Even then only modest hospitality is acceptable and the following procedures must be complied with at all times.

Any gift or hospitality over the value of £25 must to be declared, by immediately completing the Gifts and Hospitality declaration form and passing it to the Business Manager so that it may be entered into the Gifts Register. Where the Business Manager receives a gift or hospitality the declaration form must be submitted to and signed by the Head teacher or Chair of Trustees.

The terms explained below should only be used in conjunction with the whole content of the requirements of this policy:

- **“hospitality”** means any form of gift, entertainment, personal reward or favour or anything of value
- **“modest”** means any gift or hospitality under the value of £25.
- **“trivial”** means a very small low value item such as a calendar, pen, a small box of chocolates or a very small promotional item.

Acceptance of Gifts

Staff should not accept gifts or rewards from any organisation or individual with whom they have contact in the course of their work as an inducement either for doing something or not doing something in their official capacity. Particular care should be taken about any gift from a person or organisation which has,

or is hoping to have, a contract with the school. Gifts of a trivial or inexpensive nature may be accepted (e.g. diaries, calendars), but more substantial or expensive offerings should be declined.

Gifts are deemed to include:

- Goods provided for personal or other private use;
- Personal services;
- Loans of equipment, vehicles etc for personal use;
- The provision of goods/services at preferential cost for personal or other private use.

If unsolicited gifts of a substantial nature arrive from contractors they should be returned with a polite explanation that the Academy's policies do not allow their acceptance.

Acceptance of Hospitality

Hospitality can take a variety of forms, some of which staff may accept, some of which should be declined.

Staff may be offered hospitality as a normal business practice in a way that is directly linked to their role. Examples of this kind of hospitality include the offer of refreshments at meetings or the offer of lunch or dinner at the end of an official engagement. This kind of conventional hospitality may be accepted.

Staff may also be offered other forms of hospitality which are not related to their role and are not linked to school business. This might include substantial offers of social functions, travel or accommodation, offers of tickets and invitations to sporting, cultural or social events. These forms of hospitality should be declined.

If any member of staff is in doubt about whether it is appropriate to accept any offer of hospitality, the advice of the Business Manager or Headteacher should be sought.

Staff must never canvas or seek gifts or hospitality.

Within school hospitality and refreshments for meetings cannot be provided from department budgets without the prior approval of the head teacher or either of the deputy head teachers.

Declaring the acceptance of a gift

Trustees and staff must record being offered or accepting any gifts by notifying the Business Manager if the value is below £25 or completing a Declaration of Gifts and Hospitality (Appendix 1) if the value is in excess of £25. The declaration should be approved by the Headteacher for staff and by the Chair of Trustees for Trustees. The School Business Manager will maintain the Register for Gifts and Hospitality and this will be made available to Trustees within the Trustees shared area.

Failure to comply

In all instances where there is a reasonable belief that there has been a failure to declare, the Chair/Headteacher will conduct a formal investigation of the situation.

It is a criminal offence for an employee of the school to corruptly accept any inducement or reward for doing, promising or refraining from doing anything in the course of their employment, or corruptly showing favour or disfavour, in the handling of contracts. In acting corruptly the employee would

demonstrate their intention to purposefully act with a lack of probity and with a disregard for the implications of their actions for the Academy.

THE BRIBERY ACT 2010

The UK Bribery Act 2010 came into effect in July 2011. The Act applies to all businesses and organisations no matter what their size in terms of numbers of officers or employees.

Although most schools would not expect to have to review their business practices in light of the legislation, the Bribery Act creates offences which can impact as heavily on schools as they can other businesses. Four new offences created by the Bribery Act are:

- offering, promising or giving a bribe;
- requesting, agreeing to receive or accepting a bribe;
- bribing a foreign public official to obtain or retain business;
- failing to prevent bribery by not having in place "Adequate Procedures".

Certain activities, even local practices, may constitute offences under the Bribery Act. Examples are of a contractor offering the school a financial incentive for the renewal of a compliance contract, or parents offering a 'donation' to the school if their child is made Head Boy or Girl.

If in doubt school representatives should apply the following 'tests':

- Is the 'favour/benefit' payable to an individual?
- Is this individual authorised to receive such benefit?
- Is the individual the decision maker or in a position to influence decisions?
- Is it an inducement for that individual to act improperly or breach a duty of good faith and impartiality?
- It is transparent?
- Is it part of the contract?
- Will it result in obtaining an 'unfair' business advantage?
- Do you feel comfortable with it?
- Could you justify it if challenged (in a court of law, for instance)?

For further information follow the link below:

[https://www.gov.uk/government/publications/bribery-act-2010-guidance#:~:text=There%20are%204%20key%20offences,public%20official%20\(section%206\)%20and](https://www.gov.uk/government/publications/bribery-act-2010-guidance#:~:text=There%20are%204%20key%20offences,public%20official%20(section%206)%20and)

APPENDIX 1



WADEBRIDGE SCHOOL Declaration of Gift /Hospitality

Please indicate by ticking box A or B whether you have been offered and declined or have accepted a gift or hospitality in excess of £25. Please refer to the Acceptance of Gifts and Hospitality Policy.

Name	
Position	

I have been offered a gift/ hospitality which I have declined ☐

I have been offered a gift /hospitality which I have accepted. ☐

Declaration details

Name of external organisation/individual and their relationship with Wadebridge School	
Details of the gift/hospitality	
Estimated Value (if applicable)	

I believe my objectivity and independence in relation to the above external organisation has not been impaired in any way by the offer of gifts or hospitality.

Signed (Recipient)

Name (Capitals) **Date**.....

Signed (Chair of Trustees/Headteacher)

Name (Capitals) **Date**.....