Oxford Diocesan Schools Trust
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Central:	Trust-wide, applicable at trust and school levels. Schools may not make any changes or adaptations

Gifts and Hospitality Policy

Dr South's CE Primary School

Approved by:	**Finance Committee**
Date:	**September 2025**
Next review date:	**September 2028**

Adopted by school:	**Dr South's CE Primary School**
Date:	**November 2026**

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Receipts of gifts, hospitality, entertainment or other services

While corporate hospitality and gifts may be a feature of the business world, ODST as charitable company are working in a different context. At all times, we need to be mindful of the potential perception arising from the acceptance of such gifts and hospitality.

It is important that the conduct of Trustees, governors and members of staff is beyond reproach and reflects the highest possible standards of probity and ethics. Their conduct should never lead anyone to suspect dishonesty or think that they may have been unduly influenced by gifts and hospitality.

Trustees, governors and members of staff involved in making buying decisions, in particular, should not accept excessive, frequent or regular gifts, hospitality, entertainment or other services from existing or prospective suppliers.

When considering whether to accept such offers, they must consider whether they could affect their independence or cause concern that they might affect their independence. ODST and each academy will maintain a register of gifts and favours offered and whether these were accepted or rejected.

Trustees, governors and members of staff are required to inform the Chief Executive Officer/ Chief Financial Officer of ODST, using Appendix 1, of such offers as they arise, and whether these were accepted or not.

ODST Board: gifts, hospitality etc. exceeding £200 p.a. cumulative from one third party, must be reported, and whether they were accepted or not.

Local governing body: gifts, hospitality etc. exceeding £100 p.a. cumulative from one third party, must be reported, and whether they were accepted or not.

All other staff members: gifts, hospitality etc. exceeding £50 p.a. cumulative from a single person/organisation and £100 if from a group of parents (i.e. class teacher gifts), must be reported, and whether they were accepted or not.

Expenditure on Gifts, Hospitality, Entertainment and Favours

The Local Governing Body will approve any expenditure as detailed below on gifts, hospitality, ex-gratia payments and losses to be written off. The academy will maintain a log of these. Such expenditure is only authorised if the Local Governing Body can demonstrate that they have taken into account the principles of probity, accountability and value for money.

Expenditure on hospitality from public funds is only incurred in the provision of education. Hospitality is generally only provided in the workplace and usually restricted to tea/coffee, biscuits, soft drinks or sandwiches. Modest hospitality is occasionally provided outside the workplace. The School Business Manager will maintain a register of the occasions when hospitality is provided, the number of people involved and the costs incurred.

Local Governing Body

- Chair of Governors to approve up to £200
- Full LGB to approve £200 to £1,000
- Local Governing body refer to the Finance Committee and Chair of Board at ODST if more than £1,000

ODST

- Chair of Trustees and AO up to £1,000
- Full Trust Board if more than £1,000
- Before Board meetings, a copy of the Register will be circulated for comments on items over £1,000 only

Private Use

- The academy does not obtain goods or services for the private use of governors and members of staff.
- Governors and members of staff may not:
    - hold any interest in any equipment or property held or used for the academy;
    - acquire any interest in the disposal of academy equipment or property at the end of any contract between the academy and any third party.

Appendix 1

Declaration of Gifts and Hospitality - Receipt

Name:	
Place of work:	
Job title:	

Description of item	Offered by (name and/or organisation)	Date of receipt	Did you accept the item? (Y/N)	Approximate value (£)

I certify that I have listed above all gifts and hospitality which need to be declared under the terms of the Trust's Gifts & Hospitality Policy.

Signed:
Date: