Gifts and Hospitality Policy

For all schools in the Bosco Catholic Education Trust

This policy has been approved and adopted by the
Bosco Catholic Education Trust.

Approved:	For review:
January 2024	January 2027

1. Bosco Catholic Education Trust Mission Statement

The Bosco Catholic Education Trust ("Bosco CET" is a Christ-centred family of Catholic academies, within the Diocese of Arundel and Brighton, working together as one body to provide an outstanding education for all. As Catholic schools, we endeavour to develop confident, compassionate and faithful young people. Through partnership, collaboration and mutual support, we seek to enable all those entrusted to our care to become the person God called them to be.

"Serve the Lord joyfully"

2. Gifts & Hospitality Policy

Making gifts

Bosco CET may make small gifts to all staff. The circumstances where this might be done are:

- Tokens in recognition of performance
- Serious illness
- Recognition of a major life event
- Recognition of long service

Other than stipends to members of the clergy, Bosco CET may not make a gift to any related party of the Trust as defined in the Academies Trust Handbook.

The Trust may make small gifts to parents as "thank-you's" for tasks performed or recognition of major life events. Care should be taken when making such gifts to ensure that they do not represent an incentive or payment for undertaking a task.

Small in these circumstances would generally be defined as less than £25.

The Trust should not ordinarily make gifts to suppliers or staff at schools not members of the Trust. The Trust may offer modest hospitality to these individuals as would be customary when hosting an event.

In no circumstances may Trust funds be used for the purchase of alcohol that is gifted or served to staff, parents, suppliers etc.

The above guidance is not exhaustive and if there is any doubt, the Chief Executive Officer in his role as Accounting Officer of the Trust should be consulted.

Receiving gifts

Employees of the Bosco CET should take guidance from the following general rules relating to the receipt of gifts and hospitality:

- To accept gifts should be the exception. Small 'thank you' gifts of token value, such as a diary, a coffee mug or bunch of flowers, not over £25 in value may be accepted. The school Business Manager, or in the case of central staff the CFOO, should be notified of any gift over this value
- Gifts should be refused if it is believed the giver has an ulterior motive, such as the receipt of a more prompt service or preferential treatment
- Gifts or hospitality should never be accepted from anyone who is, or may be in the foreseeable future, tendering for any contract with the academy or trust, seeking employment with the academy or trust or is in dispute with the academy or trust, even if you are not directly involved in that service area
- Where items purchased for the academy or trust include a 'free gift', such a gift should either be used for academy/trust business or handed to the school Business Manager/CFO to be used for charity raffles. This includes items such as rewards schemes run by supermarkets or air miles offered by transport operators.
- If there is any doubt about the acceptability of any gift or offer of hospitality the school's Headteacher or Business Manager /CFO must be consulted

A gauge of what is acceptable in terms of hospitality is whether the Bosco CET would offer a similar level of hospitality in similar circumstances.

Occasional working lunches with providers or partners are generally acceptable as a way of doing business provided they are not to an unreasonable level or cost.

Invitations to corporate hospitality events must each be judged on their merit. Provided the general rules have been taken into account, it may be acceptable to join other company/organisation guests at sponsored cultural and sporting events, or other public performances, as a representative of the Bosco CET. But, consider the number of these events, and always take into consideration what public perception is likely to be if they knew you were attending. Acceptability depends on the appropriateness of the invitations, in terms of the level of hospitality, the frequency and the status of the invited employee. In all such cases the school Headteacher or Business Manager must be consulted, or in the case of the Headteacher, the Chair of Governors. In the case of central staff, the Chief Executive Officer (CEO) will consult the Chair of the Trust Board, the CFO will consult the CEO and all other staff will consult the CFO.

Paid holidays or concessionary travel rates are not acceptable; neither are offers of hotel accommodation nor the use of company villas/apartments.

If you are visiting a company to view equipment that the Academy/Trust is considering buying, you should ensure that the Bosco CET pays expenses of the trip. Acceptance of refreshments and/or a working lunch may be acceptable, but care must be taken to ensure that the Bosco CET's purchasing and/or tender procedures are not compromised.

Acceptance of hospitality that is built into the official programme of conferences and seminars related to your work are acceptable**.**