

THE MARSH ACADEMY
DRAFT POLICY ON GIFTS AND HOSPITALTY



This policy applies to Governors, Teachers and all other staff employed by the Academy.

As a general rule all gifts and hospitality should be declined.

Gifts should be returned to the sender with an appropriately worded letter explaining why it cannot be accepted.

The employee should inform their line manager who in turn should report the event to the Principal and Finance Director. Governors should report the event to the Chairman of Governors who will notify the FD.

The register of Gifts and Hospitality should be updated by the Finance Director.

The Finance Director will report any entries in the register to the Governors Meeting every term. The register will be made available to the DCSF and the auditors for inspection at any time.

Very occasionally it may be appropriate for gifts or hospitality to be accepted. If this is the case then written permission must be given by the Principal for staff and by the Chairman of Governors for any Governors or the Principal. Copies of the authority must be passed to the Finance Director.

The register of Gifts and Hospitality will be updated by the Finance Director to record the acceptance of the gift or hospitality.

Where there is any uncertainty or doubt about any gift or hospitality, it is the employee's or Governor's responsibility to ensure that the gifts or hospitality have not been corruptly obtained.

A copy of the Register is attached.

K NORMAN
6th June 2008

September 2009

Governors:

To be reviewed: