



Highbury Primary School

‘Valued as Individuals, Inspired and Nurtured as Learners’

Respect, Resilience, Confidence, Kindness, Inclusive, Aspiration

Policy on Gifts, Hospitality, Awards, Prizes or any other benefits

The Trust Board requires that all stakeholders connected with the Trust demonstrate and conform to the highest standards of honesty, probity, openness and integrity in the discharge of their functions.

No member of staff may give or accept any money nor a gift of an unreasonable value or anything else that might compromise their judgment or integrity, which could possibly be construed as being intended as a bribe to or from a supplier, business partner or other party.

The following principles should be observed:

- a. Gifts and favours must not be solicited.
- b. Gifts of money must never be accepted.
- c. Reasonable small tokens [below £25] and reasonable hospitality may be accepted provided they do not place the recipient under any obligation, are not capable of being misconstrued and can be reciprocated at the same level.
- d. Any offer of gifts or favours of unusual size or questionable purposes should be reported immediately to the Director of Finance.

Facilitation payments are small payments or gifts to ‘facilitate’ actions or approvals. These payments are illegal for UK organisations and nationals, and we prohibit any type of facilitation payment made for this purpose.

All academies must maintain a Register of Gifts and all gifts over £25 must be disclosed on this register. The register will be reviewed once a year by the Director of Finance.

Key document details

Last Review	September 2022
Department/Owner	Finance
Review Date	September 2023