



Mayfield School Hospitality & Gifts Policy

Purpose

1. The purpose of this policy is to ensure that all Mayfield School staff members avoid the potential for any perceived or real conflict of interest or allegation of bribery or compromise.

Responsibility

2. The admin team has ownership of the policy and the 'Gift and Hospitality register'. Individual staff are personally responsible for reporting any gifts or hospitality offered and whether these have been accepted or declined. The admin team will record this information on the register.

Gifts and hospitality

3. A 'gift' is defined here as any item, cash or goods, or any service which is offered for personal benefit at a cost, or no cost, that is less than its commercial value.
4. 'Hospitality' is defined here as any generous or material welcome or reception that is more than an incidental kind, such as a beverage or light refreshment.

Policy statement

5. Mayfield School maintains a register of gifts and hospitality with a value of £100 or more.

Recording gifts and hospitality offered

6. The admin team maintains a register of all gifts and hospitality, both accepted and declined.
7. It is each individual's responsibility to inform the admin team by email of any gifts received or hospitality that is offered but subsequently declined. In brief, the individual should:
 - consider carefully whether it is appropriate to accept a gift or hospitality;
 - decline gifts or hospitality unless to do so would cause serious embarrassment; and
 - discuss the position with a member of the Senior Leadership Team if the gift is accepted and clearly has a value in excess of £100

Date of last review:	N/A
Date of current review:	March 2019
Date of next review:	March 2020

Simon Harris – Interim Headteacher