

Corvus Learning Trust Policy Documentation

Name of School	<i>[Insert School Name]</i>
Name of policy	Gifts Policy
Status of policy	This is a statutory policy
Consultation	This policy has been developed following consultation with external auditors, Headteachers, LGB and The Board of Trustees

Relationship with other policies

This policy should be read in conjunction with:

Academies Financial Handbook
Finance Policy

Additional School/Trust Supporting Documents

Whilst the Corvus Learning Trust will be looking to align all workforce policies we do wish to ensure there is an opportunity for individual governing boards to retain some flexibility in order to respond to any identified school need. Should this be the case this will be included as a separate appendix to this document. This is included here as Appendix * delete as appropriate

[Insert Appendix Title and Number here]

Date policy was agreed	3 rd July 2018
Date for full implementation	3 rd July 2018
Date for review	3 rd July 2019

Policy

This policy is linked to the Academies Financial Handbook (3.9 Gifts) and includes the following guidance:

1. Making gifts

When making gifts the Trust or School must ensure the value is reasonable, is within its scheme of delegation of financial powers, the decision is documented and has due regards to propriety and regularity in the use of public money.

The Trust or School will also hold a register of gifts made to colleagues or people both within and outside of the Trust.

It is acceptable to give modest gifts; however full disclosure should be made to the Business and Assets Committee or the Trustees.

Gifts may be given to recognise the following but not limited to:

- For staff going over and above what is expected
- Condolences
- Special events (e.g. marriage, birth of a child, long term illness)

The Trust or School will delegate the financial authority to make gifts to the CEO/Headteacher. The reasonable value of a gift is considered to be less than £35.

The Trust or School may allocate a modest budget each year to provide for such gifts.

2. Accepting gifts

The Trust or School should have a policy and register on the acceptance of gifts, hospitality, awards, prizes or any other benefit that might be seen to compromise their judgement or integrity (referred to in this policy as 'gifts'), and should ensure all staff are aware of it.

Staff may accept and keep modest gifts they are given during the year as a 'thank you' from colleagues, parents, students or pupils. The value of these should not exceed £50 from one individual. Acceptance of any other gifts should be authorised in advance by the Headteacher or CEO, and, where they are deemed acceptable, an entry should be made in the register.

Any gifts received from contractors or other external agencies of a significant value (over £50) should be agreed by the Headteacher/CEO and registered.