

Coalbrookdale & Ironbridge CE Primary School



Policy:

Gifts and Hospitality

Last Review: Spring 2026

Responsible: M. Dhaliwal (Headteacher)

Review Date: Spring 2028

Vision Statement

Jesus said: 'Love each other as I have loved you'. John 15:12

Our school motto, 'Living life in all its fullness' is at the heart of everything we do and believe.

At Coalbrookdale & Ironbridge C.E Primary School, we aim to prepare the children in our care to become well-rounded members of society on their journey through school life and beyond.

We strongly believe that children learn best and can achieve their potential when they are happy and content. We endeavor to provide a safe learning environment with a warm, welcoming atmosphere which creates a sense of belonging amongst the children, the staff, the families and the community. We embrace their individuality and diversity, always encouraging respect and acceptance of each other as equal human beings and celebrating our differences.

We have high expectations of our children, and we work hard to support them to become the best that they can be. For our children to flourish, socially and academically, we aim to provide an outstanding education that is both challenging and inclusive. All children are encouraged to embrace the many opportunities and the support school provides, so that they become curious learners who are motivated and resilient with a 'Can do' attitude. Our aim is to provide the children of Coalbrookdale & Ironbridge with countless positive experiences, along with happy lifelong memories, from their time with us. We also have high expectations of attendance. We encourage families to be at school every day and to arrive on time in order to not miss any learning.

Through our supportive and inclusive Christian ethos, we are proud to foster our school values of trust, responsibility, respect, compassion and perseverance, embedding these within everyday life at school. We believe that the emotional health and wellbeing of the whole school community is fundamental to the ongoing success of our school.

We aspire to make our school a place of excellence where we educate, nurture and value everyone; that ALL children will enjoy learning and achieve their potential.

'Flourishing for All'

This policy, as written, does not discriminate on any grounds, including, but not limited to, age, disability, gender reassignment, gender identity, marriage and civil partnership, race, religion or belief, sex and sexual orientation.

'Let us always meet each other with a smile, for the smile is the beginning of love.' Mother Teresa.

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1. Policy Statement

Coalbrookdale and Ironbridge Primary School is committed to maintaining the highest standards of integrity and probity in all aspects of school life. This policy provides guidance on the acceptance of gifts and hospitality to ensure transparency, fairness, and compliance with public expectations and financial regulations.

2. Purpose of the Policy

- To protect staff and members of the Interim Executive Board (IEB) from any appearance of impropriety or conflict of interest.
- To ensure decisions are made impartially and with integrity.
- To avoid any undue influence from external individuals or organisations.
- To comply with the school's financial procedures, the Bribery Act 2010, and the principles of public service.

3. Scope

This policy applies to:

- All employees, including part-time, full-time, temporary, and supply staff.
- Members of the IEB, volunteers, and anyone acting on behalf of the school.

4. General Principles

- Staff and members of the IEB must not accept gifts or hospitality that could compromise their judgement, lead to a conflict of interest, or be seen as a reward for influence.
- Modest, low-value gifts (e.g., a thank-you card, box of chocolates) from pupils or parents/carers may be accepted.
- All significant gifts or hospitality (see section 5) must be declared in the Gifts and Hospitality Register.

5. Acceptable and Unacceptable Gifts and Hospitality

Acceptable without Declaration:

- Small, one-off gifts from pupils or parents (e.g. at Christmas or end of term, under approx. £25 in value).
- Modest refreshments during school visits, meetings, or training events.

Must Be Declared:

- Any gift over £25 in value, including vouchers or gift cards.
- Offers of hospitality from contractors, suppliers, or external agencies.
- Repeated or cumulative gifts from the same source.

Not Acceptable:

- Cash or cash equivalents (e.g. High-value gift cards).
- Personal gifts from current or prospective suppliers or contractors.
- Offers of holiday accommodation, travel, or lavish entertainment.

6. Giving Gifts and Hospitality

The school may occasionally provide modest hospitality (e.g. refreshments at meetings or training events), or small thank-you gifts on behalf of the school. These must be:

- Proportionate, reasonable, and in line with the school's budgetary procedures.
- Pre-approved by the Headteacher (or Chair of IEB if the Headteacher is involved).

7. Responsibilities

- Staff and members of the IEB must exercise good judgment and follow this policy at all times.
- The Headteacher will maintain the Gifts and Hospitality Register and oversee compliance.
- Members of the IEB will oversee the Headteacher's entries in the register and ensure policy adherence.
- Any concerns about impropriety must be reported to the Headteacher or Chair of IEB in line with the school's whistleblowing policy.

8. Record Keeping

- A Gifts and Hospitality Register (Appendix A) will be maintained by the school office and reviewed annually by the Headteacher and Chair of IEB.
- Staff must declare any relevant items within 7 days of receipt.

9. Breaches of Policy

Failure to comply with this policy may result in disciplinary action in line with the school's Staff Code of Conduct and Disciplinary Policy.

10. Review

This policy will be reviewed every two years, or sooner if guidance changes.

Appendix A

Coalbrookdale and Ironbridge CE Primary School
Gifts and Hospitality Register

Date Received	Name of Staff Member / Member of IEB	Position	Name of Donor / Organisation	Nature of Gift or Hospitality	Estimated Value	Accepted or Declined	Reason for Acceptance / Decline	Headteacher / Chair Approval