



## ALTERNATIVE PROVISION

# Gifts and Hospitality Policy

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Approved by: [RAISE-AP Educational Directors](#)

Approval Signatures

*RAISE-AP  
Directors*

## Table of Contents

<b>Aims.....</b>	<b>3</b>
<b>Legislation and Guidance .....</b>	<b>3</b>
<b>Roles and Responsibilities .....</b>	<b>3</b>
<b>Acceptable Gifts and Hospitality .....</b>	<b>4</b>
<b>Unacceptable Gifts and Hospitality .....</b>	<b>5</b>
<b>Declining Gifts and Hospitality .....</b>	<b>6</b>
<b>Monitoring.....</b>	<b>6</b>
<b>Raise Values .....</b>	<b>6</b>
<b>Appendix I .....</b>	<b>7</b>

## Aims

This policy aims to ensure that:

- The provision's funds are used only in accordance with the law
- The provision and those associated with it operate in a way that commands broad public support
- The provision has due regard to propriety and regularity, and ensures value for money, in the use of public funds.
- Staff are aware of what constitutes acceptable gifts and hospitality, and the process that must be followed if they are presented with any gifts or hospitality.

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## Legislation and Guidance

This policy is based on the Academy Trust Handbook. [RAISE-AP](#) will follow this good practice. Having a policy and register on the acceptance of gifts, hospitality, awards, prizes, or any other benefit which might be seen to compromise the personal judgement or integrity of staff and/or any other representative of the trust.

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## Roles and Responsibilities

### Staff

- Must not give or accept gifts or hospitality to or from a third party where it might be perceived that their personal integrity has the potential to be compromised, or that the provision might be placed under any obligation because of acceptance.
- Must not use their official position to further their private interests or the interests of others.
- Must not solicit gifts or hospitality.
- Must record any gifts or hospitality offered to them or the provision with a value of over £25 on the gifts and hospitality register within 7 working days, even if declined.
- Must consult the Head of Provision before accepting or offering any gifts or hospitality with a value of £25 and over.

**RAISE-AP** educational directors will ensure that funds are used in a way that commands broad public support, pays due regard to propriety and regularity, and provides value for money.

### **The Head of Provision**

The Head of Provision is responsible for ensuring that staff are aware of and understand this policy, and that it is being implemented consistently.

The Head of Provision will act with the utmost integrity on all matters relating to gifts and hospitality, ensuring that they set a good example to the rest of the provision and to those outside the organisation.

They will also ensure that decisions on whether individuals or the provision can accept or offer gifts or hospitality with a value of over £25 are in line with this policy.

### **Parents and Carers**

Information in this policy can be viewed by parents from our website.

#### **RAISE-AP:**

- Do not discourage all gift-giving, and that small tokens of gratitude are always appreciated.
- Do provide guidance on the appropriate value of gifts and circumstances when they may be offered or explain that the provision prevents teachers and other staff from accepting gifts worth over a certain amount.

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## **Acceptable Gifts and Hospitality**

### **Offer of gifts and hospitality received**

Staff can accept gifts and hospitality that have a value of up to £25. These do not have to be pre-approved or recorded on the gifts and hospitality register.

Generally, gifts of nominal value, such as small tokens of appreciation, may be accepted. If in any doubt, staff must consult the Head of Provision.

Similarly, hospitality such as working lunches may be accepted to maintain good relationships with key contacts, provided the hospitality is reasonable in the circumstances. If in doubt, guidance must be sought from the Head of Provision.

Any gifts or hospitality offered with a value of over £25 must be recorded on the gifts and hospitality register within 7 working days, even if declined. Any member of staff who is offered such gifts or hospitality must consult the Head of Provision before accepting.

If the Head of Provision is the recipient, or intended recipient, of any offer of gifts or hospitality, they must inform [RAISE-AP](#) educational directors and record the offer on the gifts and hospitality register.

Failure to declare any offer of gifts or hospitality on the register in line with this policy will be treated as a staff disciplinary matter.

### **Offer of gifts and hospitality given**

Any gifts or hospitality provided by [RAISE-AP](#), such as a working lunch for visitors, must not be extravagant. A maximum value of £25 per head should be used as a guideline.

Under no circumstance should alcohol purchase with [RAISE-AP](#) funds.

Expense claims should be made to the admin team, and receipts must always be enclosed.

The Head of Provision must be consulted about any proposal to provide gifts or hospitality with a value of over £25.

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## **Unacceptable Gifts and Hospitality**

The following must never be offered or accepted:

- Monetary gifts
- Gifts or hospitality offered to family members, partners or close friends of staff
- Gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited or during the tendering process.
- Lavish or extravagant gifts or hospitality, even if they relate to activities the recipient undertakes in their own time

This list is not intended to be exhaustive.

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## Declining Gifts and Hospitality

Any staff member who is offered any of the unacceptable gifts or hospitality outlined above should politely decline the offer.

If they feel it would not be appropriate for them to decline, they should refer the matter to the Head of Provision. The Head of Provision may decline the offer or donate the gift or hospitality to a worthy cause and must also record the offer on the gifts and hospitality register.

Disciplinary action will be taken against anyone who fails to decline gifts or hospitality the provision has deemed unacceptable.

Failure to declare any gifts or hospitality offered on the gifts and hospitality register, in line with this policy, will be dealt with as a staff disciplinary matter.

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## Monitoring

The gifts and hospitality register are monitored regularly by the admin team.

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## Raise Values

Our **RAISE-AP values** (Resolve, Attitude, Invest, Social Skills and Education) are key in everything we do, specifically with attitudes (modelling and expectations), invest (tailoring setup for our young people) social skills (becoming part of a community) which are linked to our Gifts and Hospitality policy.

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## Appendix I

### Gifts and Hospitality Register

Date	Name	Description of gift / hospitality and approximate value	Party offering gift or hospitality	Accepted or rejected	Approved by