

BRYN DERI PRIMARY SCHOOL

Procedure for Gifts and Hospitality



Bryn Deri Primary School
2024 -2025

A community developing happy, confident, caring creative children with a positive attitude to life and learning

Procedure for Gifts and Hospitality

Introduction:

When purchasing resources / equipment / services the school follows procedures that do not give favour or bias to any particular individual or company. To that end at Bryn Deri, we are very aware that we should give careful consideration to any gifts or hospitality offered to the school or to specific individual staff members. All such offers / donations are given careful scrutiny to ensure the givers do not exercise any influence on future purchases or service delivery.

Gifts:

At Bryn Deri we appreciate any gifts given to the school (financial or otherwise). Any gifts and the name of the individuals / organisation that donate the gifts are recorded in a register and the donors acknowledged.

Gifts to staff members from parents or other external bodies that are deemed to exceed a value of £25 are to be recorded and approved by the Headteacher / deputy headteacher. Gifts should not exceed a value of £100 without GB approval.

Hospitality:

At Bryn Deri hospitality from companies / organisations is rarely offered. In the case of hospitality being offered the Head teacher / Deputy Head teacher should give careful consideration as to the motives of the organisation offering hospitality and consider whether it is appropriate to accept it. If it is considered that the offer of hospitality is appropriate the Chair of the Finance Committee should be informed and the offer brought to the GB Finance committee for approval. If approved it should be made very clear to the company offering a hospitality event / function that this will in no way influence future purchasing with the company and the school. If a staff member attends a hospitality event this should be entered into the Gifts and Hospitality Record.

If any further clarification is needed refer to LA Gifts and Hospitality Advice filed under 'Audit.'

These procedures should be monitored by the Finance committee at least every 3 years.

Updated Nov 09

Reviewed Sept 2016

Reviewed Sept 2017

Reviewed Sept 2018

Reviewed Sept 2019

Reviewed Sept 2020

Reviewed Sept 2021

Reviewed Sept 2022

Reviewed Oct 2023

Reviewed Oct 2024

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