



Christleton Primary School
Be the best you can be

**Gifts and Hospitality
Form**

Date of Policy	March 2017
Policy Reviewed	
Next Review	March 2020
Signed Head teacher	
Signed Chair of Governors	

**Christleton Primary School
CODE OF CONDUCT FOR EMPLOYEES
GIFTS AND HOSPITALITY FORM**

Full Name:	Job Title:
Department:	

GIFT

I declare that I have received the following gift OR Please note that I have returned / refused the following gift OR I request permission to accept the following gift. (Delete parts which do not apply)

What is the gift?	Estimated value: £
What is the reason for the gift?	

HOSPITALITY

I request approval to accept the following hospitality.

What is the hospitality (plus where and when)?
Who is organising it? What is their connection with the Council?
What is the reason for offering you the hospitality?
Names of any other employees or elected members involved in the hospitality:

To be completed by Headteacher /Business Manager:

Gift: *acceptance approved OR acceptance not approved OR rejection of gift by employee noted.*

Comments:

Hospitality: *approved OR not approved.*

Comments:

Signed:	Date:
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NOTES ABOUT THIS FORM

- ◆ Read what the Code of Conduct says about gifts and hospitality before using the form. **It must be completed** for ALL hospitality and gifts (except for very modest gifts/hospitality of low value ie £25 or below provided these are still in line with the Standards of the Code. All staff must record refusals.

When you have completed the form –

- ◆ **Employee:** Give it to your headteacher or business manager – they may discuss the information with you. You will get a copy of the form back later showing the decision (or noting your rejection of a gift).
- ◆ **Headteacher / Business Manager:** Discuss any problems with the employee. Make your decision and mark the form. Take two copies – return one to the employee, put the other in your Gifts/Hospitality file with the Central Register of Interests . Explain your decision to the employee if necessary.