

The Prospect Trust Gifts and Hospitality Policy

Approved by The Prospect Trust Board
Effective from March 2021
Due for Revision March 2024

About This Policy

The intention of the policy is to ensure that The Prospect Trust (the Trust) can demonstrate that no undue influence has been applied or could be said to have been applied, by any supplier or anyone else dealing with the Trust. This policy complies with the Academies Financial Handbook.

This policy applies to all members of Trust staff, Members, Trustees (including Audit and Risk Committee Members) and Academy Quality Councillors. This policy covers gifts from students and parents as well as potential suppliers.

Hospitality, awards, prizes or other benefits over the value of £50 must be recorded in a Gift Register. A Gift Register is held by the Executive Office in each Academy and by the Clerk at Trust level. Gifts and hospitality should not be accepted if they appear to be disproportionately generous or could be construed as an inducement to affect a business decision. If there is any uncertainty as to whether hospitality or a gift would be deemed inappropriate, the Finance Director should be consulted. Any breach of this policy could lead to disciplinary action and may constitute gross misconduct.

Where purchased items include a "free gift", such gifts should be either used for Trust business or used at charity raffles etc.

Individuals must not use their authority or office for personal gain and shall seek to uphold and enhance the standing of The Prospect Trust by:

- Maintaining an unimpeachable standard of honesty and integrity in all their business relationships;
- Complying with the letter and spirit of the law, and contractual obligations, rejecting any business practice that might be deemed improper use of public funds; and
- At all times in their business relationships acting to maintain the interests and good reputation of the Trust.

Any person who becomes aware of a breach of this policy must report this immediately to their manager or the Finance Director, as appropriate. Once reported, the breach will be investigated by the line manager and/or Finance Department and findings reported to the Finance Director.

When giving gifts, the Trust must ensure that the value of the gift is reasonable, the decision is fully documented, approved by the Finance Director, and has due regard to propriety and regularity in the use of public funds, including ESFA guidelines on the purchase of alcohol.