

# The Prospect Trust Gifts and Hospitality Policy

<b>Document Title</b>	Gifts and Hospitality Policy
<b>Author</b>	A Yarrow, CEO
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<b>Approved by</b>	TPT Board
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<b>Due for Revision</b>	March 2027

## Document Control Table

Document History			
Version	Date	Author	Note of Revisions
V1	March 2021	P Edwards	First Trust-wide Gifts and Hospitality Policy
V1.1	March 2024	A Yarrow	<ul style="list-style-type: none"><li>• Addition of Document Control Table</li><li>• Audit and Risk Members (non-Trustees) updated to include all sub-committee Members (non-Trustees)</li><li>• 'Clerk' updated to 'Governance Professional'</li><li>• Finance Director updated to COO</li><li>• Minor wording change regarding the purchasing of alcohol</li></ul>

## 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 sub-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 Governance Professional 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 COO 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 COO, as appropriate. Once reported, the breach will be investigated by the line manager and/or Finance Department and findings reported to the COO.

When giving gifts, the Trust must ensure that the value of the gift is reasonable, the decision is fully documented, approved by the COO, and has due regard to propriety and regularity in the use of public funds, including ESFA guidelines. Alcohol cannot be purchased under any circumstances.