

Name of Policy: Gifts & Donations Policy	Version/Last Review Date: Nov 2018 (V2)
Statutory documents linked to policy: Academies Financial Handbook	Previous review date: Feb 2015 (V1)
Other Policies linked to this policy: Financial Handbook	Next Review Date: Nov 2021
Governor Committee Responsible	Finance & Property

WNA Vision: All children will achieve their full potential, with holistic support, whilst enjoying and driving their own learning, gaining self-respect, self-esteem and self- belief. Our classroom extends to rich, exciting environments within the forest, the beach, the city and the community as a whole.

Policy on accepting gifts, donations and sponsorship

Purpose

This policy outlines the West Newcastle Academy's policy with regard to the receipt of gifts and hospitality by its staff and Governors from any third parties arising from duties undertaken on behalf of the Academy. It also outlines the policy West Newcastle Academy has regarding the receipt of gifts (whether cash, services or goods) from third parties for the good of the school.

The Academy is committed to ensuring that the governance of the Academy is conducted in accordance with the highest standards of integrity, probity and openness.

General Rules

Academy staff must not receive gifts, hospitality or benefits of any kind from a third party which might be seen to compromise their personal judgment or integrity. Staff are asked to immediately report any offer or receipt of such gifts to the School Business Manager to be recorded in the Register of Gifts and Hospitality.

Governors and staff may accept the following gifts / hospitality without the need to seek the approval of the Academy or formally register receipt:

- Courtesy hospitality at business lunches / dinners or attendance in an official capacity at a public function.
- Incidental promotional gifts such as calendars, diaries or pens.
- Receipt of small items from suppliers or contractors as expressions of gratitude such as boxes of chocolates.
- Receipt of small items from parents of students or students as expressions of gratitude such as boxes of chocolates.

By specifically excluding a value, WNA staff should only accept gifts where the value is deemed to be insignificant.

NB: Care must always be taken to ensure that whenever such gifts/hospitality are accepted no obligation to the person or organisation in question is accepted. In cases of doubt members should consult the School Business Manager.

The following examples of gifts / hospitality require approval and are to be formally recorded by the Finance officer in the Register of Gifts and Donations:

- Attendance as a non-paying guest of a commercial organisation or individual at a non-work related cultural or sporting event (at a value of more than £25).
- Promotional gifts worth in excess of £25.
- Other offers of gifts/hospitality not falling into any of the above categories.

Unacceptable Gifts / Hospitality

By specifically excluding a value, WNA staff should only accept gifts where the value is deemed to be insignificant.

The following are examples of offers of gifts / hospitality which should be refused by staff:

- Gifts of money to an individual (not including donations to the Academy).
- Free membership or subscriptions (e.g. sports clubs).
- Foreign travel unless as a specific element of a business, academic or research activity approved by the Academy.
- Free goods, services or equipment which are normally provided by a supplier to the Academy at a charge.

Any offers of gifts and hospitality falling into any of the above categories should be reported immediately to the School Business Manager.

Donations to West Newcastle Academy

The Governing Board of West Newcastle Academy supports the solicitation for, and acceptance of, external donations, gifts and sponsorship that promote the objects of the school.

Donations and gifts may be in the form of cash, goods or services. They may be given with or without conditions.

Donations, gifts or sponsorship will be declined where they are given with conditions that are incompatible with: the objects of the school, public procurement legislation or because of the source or conditions of the donation might bring the school in to disrepute.

Donations in excess of £1,000 will be accounted for so that their receipt and subsequent expenditure or transfer to other funds can be readily identified and reported.

A formal letter of thanks should be sent to donors from the Headteacher and/or Chair of Governors.

Offers of donations

Offers of donations made to individual Governors or members of staff should be referred to the Headteacher or School Business Manager in the first instance. The Headteacher or SBM will determine whether the donation is consistent with West Newcastle Academy's objects as defined in its Articles of Association.

For donations that are equal to, or greater than, £5,000 in value, the Head Teacher will consult with the Chair of Governors before making a decision about accepting the donation.

All donors should be requested, for audit purposes, to put in writing details of their gift, and where appropriate details of any conditions attached and their estimation of the value of the gift.

Reasons for declining donations

An offer of a donation will be declined if one of the following conditions exist:

- The donation has conditions attached that are inconsistent with West Newcastle Academy's Objects;
- The donation has conditions attached that are inconsistent with procurement best practice or legislation;
- The source of the donation or its intended purpose are, in the view of the Headteacher, likely to draw adverse publicity for the academy or bring it into disrepute*.

*Sources of donation that are likely to be declined include political and religious organisations of an extreme nature, and organisations whose primary business is in the field of arms manufacture, gambling, pornography, alcohol, tobacco, or are involved in activities which are commonly held to be environmentally unsound. Donations may also be declined where a donor organisation is involved in a contentious activity in the local area that could result in adverse publicity for the school.

Should any donation or sponsorship arrangement that has been entered into in good faith by the academy subsequently draw adverse publicity for the academy or bring it into disrepute, the academy reserves the right to return any donation or terminate any sponsorship arrangement.

Role of the School Business Manager in relation to the Gifts and Donations Policy

- Responsible for ensuring that any offer or receipt of gifts, hospitality or donations to staff is recorded in the Academy's Register of Gifts and Hospitality.
- Reporting any possible conflict of interests arising from the offer or receipt of gifts and or hospitality.
- Ensuring that a formal letter of thanks is sent to the donor.

Please note that the academy aims to work within the spirit of the above protocols and engagement with outside agencies is at the discretion of the Headteacher.