



For all schools in the Bosco Catholic Education Trust

This policy has been approved and adopted by the  
Bosco Catholic Education Trust.

December 2023	December 2025



## *Receiving gifts*

Employees of the Bosco CET should take guidance from the following general rules relating to the receipt of gifts and hospitality:

- as a diary, a coffee mug or bunch of flowers, not over £25 in value may be accepted. The school Business Manager, or in the case of central staff the CFOO, should be notified of any gift over this value
- Gifts should be refused if it is believed the giver has an ulterior motive, such as the receipt of a more prompt service or preferential treatment
- Gifts or hospitality should never be accepted from anyone who is, or may be in the foreseeable future, tendering for any contract with the academy or trust, seeking employment with the academy or trust or is in dispute with the academy or trust, even if you are not directly involved in that service area
- Where items purchased for the academy or trust should either be used for academy/trust business or handed to the school Business Manager/CFO to be used for charity raffles. This includes items such as rewards schemes run by supermarkets or air miles offered by transport operators.
- If there is any doubt about the acceptability of any gift or offer of hospitality the school's Headteacher or Business Manager /CFO must be consulted

A gauge of what is acceptable in terms of hospitality is whether the Bosco CET would offer a similar level of hospitality in similar circumstances.

Occasional working lunches with providers or partners are generally acceptable as a way of doing business provided they are not to an unreasonable level or cost.

Invitations to corporate hospitality events must each be judged on their merit. Provided the general rules have been taken into account, it may be acceptable to join other company/organisation guests at sponsored cultural and sporting events, or other public performances, as a representative of the Bosco CET. But, consider the number of these events, and always take into consideration what public perception is likely to be if they knew you were attending. Acceptability depends on the appropriateness of the invitations, in terms of the level of hospitality, the frequency and the status of the invited employee. In all such cases the school Headteacher or Business Manager must be consulted, or in the case of the Headteacher, the Chair of Governors. In the case of central staff, the Chief Executive Officer (CEO) will consult the Chair of the Trust Board, the CFO will consult the CEO and all other staff will consult the CFO.

Paid holidays or concessionary travel rates are not acceptable; neither are offers of hotel accommodation nor the use of company villas/apartments.

If you are visiting a company to view equipment that the Academy/Trust is considering