
The Institute for Research in Schools
Gifts & Hospitality Policy

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Chair of Trustees	Humphrey Battcock
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Gifts & Hospitality Policy

Our conduct as a member of staff or a trustee should never lead anyone to question our interests, or lead anyone to think that we have been influenced by gifts and hospitality. We recognise that it is a criminal offence to demand or accept a gift or reward in return for influence as a part of the Charity. This is why the Charity has guidance which applies to all staff and Trustees on gifts and hospitality.

What is a gift?

A gift is any item or service an individual receives free of charge. It also includes any goods or services which we are offered at a discounted rate or on terms not available to the general public.

What is hospitality?

Hospitality is the offer of food, drink, accommodation or entertainment or the opportunity to attend any cultural or sporting event on terms not available to the general public.

What gifts or hospitality can be accepted without any approval?

We can accept gifts and hospitality, which are small gestures from an individual and have a value of £30 or less, without the approval of the Trustees. Gifts and hospitality of this nature do not need to be recorded in the Charity's Gifts and Hospitality Register. Reasonable effort needs to be made to approximate the value.

Approval policy

Any gift or hospitality which is more than just a token, defined as a having a value of more than £30, should be politely refused or returned. We must have the prior written approval of the Trustees, if we accept something which has more than this value. This should only be in exceptional circumstances.

What gifts or hospitality should never be accepted?

We can never accept:

- cash or monetary gifts (excluding gift vouchers for the amounts shown above)
- gifts or hospitality offered to an employee's husband, wife, partner, family member or friends
- gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited or during the tender process.
- lavish or extravagant gifts or hospitality, even if they relate to activities in our own time.



If we receive a gift without warning?

If we estimate that the gift is more than just a token, we will politely and courteously decline the gift. If we feel it is not appropriate to do this, we will refer the matter to the Trustees as soon as possible and let the Chair of Trustees decide what you should do with the gift.

If we're offered a gift or hospitality

We record any offers with a value of more than £30 in the Charity's Gifts and Hospitality Register, which is kept in the Charity Office.

Disciplinary action

The Charity will take disciplinary action against individuals where the guidance is not followed. It is a criminal offence to demand or accept a gift or reward in return for influence as a part of the Charity, which means individuals could be prosecuted by the Police.

Giving gifts to Individuals

Gifts for individuals, such as members of staff/Trustees leave or who are off work for a period of prolonged sickness, can be purchased to the limit of £30.

Gifts to anyone other than staff/Trustees outlined above must be approved by the Chair of Trustees.

