

Gifts Policy

Last review date	October 2017
Next Review date	October 2020
Review Cycle	3 Years
Statutory Policy	No
Publication	

Giving of Gifts

The Directors of The Small Schools Multi Academy Trust recognise that on occasion it is appropriate to give staff, volunteers or visitors a small gift on behalf of the Trust. Such occasions may include;

- When a member of staff has been hospitalised;
- When a member of staff leaves the organisation;
- When a volunteer has worked unpaid within a Trust school and for no personal or professional gain;

This list is not exhaustive and the CEO is responsible for determining when the giving of gifts is appropriate.

The Directors of The Small Schools Multi Academy Trust have stated the following;

- That gifts should not exceed a value of £25 per person, however in the case of employees who have TUPE rights from their Staffordshire County Council employment, their long service award entitlements shall be retained.
- That receipts should be obtained in all circumstances
- That gifts should not include cash (although gift cards with a monetary value are acceptable)
- That the purchase of gifts should always be approved by the CEO in advance of the purchase being made
- That gifts should be funded from the self-generated funds of the Trust and not the GAG or any other restricted funding

Receiving of Gifts

The Directors of The Small Schools Multi Academy Trust recognise that on occasion staff and Directors may receive gifts from children, parents and their families. This is more often than not at the end of a term or academic year and by way of thanks and to show appreciation. Whilst the Trust does not wish to discourage the receiving of Gifts; the Directors are aware of the need for transparency in such matters and have therefore adopted the following:

Staff are permitted to accept gifts of a reasonable value but should record all gifts received on the Trust's 'Receipt of Gifts' form. The form should be updated at the point of receipt of the gift and handed to the Finance Officer for inclusion within the Trust's Gift Register