

# Selly Oak Nursery School



## GIFTS, HOSPITALITY AND ANTI-BRIBERY POLICY

This document is intended for use as guidance only. The purpose is to provide example elements, structures and information commonly found in such policies. Schools and academies must ensure that any policies derived from the guidance in this model policy reflect their own specific requirements, such as setting, pupil ages, and percentages of pupils with special educational needs.

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**Statement of intent**

Selly Oak Nursery School is committed to the highest ethical standards and acting with integrity in all business activities. This policy details the school's position on preventing and prohibiting bribery.

Bribery by, or of, employees, agents or consultants, or any person acting on behalf of the school will not be tolerated. The senior leadership team is committed to implementing effective measures to prevent, monitor and eliminate bribery.

Bribery and corruption by individuals is punishable by up to ten years' imprisonment and the school could face an unlimited fine and serious damage to its reputation. Therefore, Selly Oak Nursery School takes its legal responsibilities very seriously.

The purpose of this policy is to:

- Establish the responsibilities of the school in observing and upholding our position on bribery and corruption.
- Provide information and guidance to school staff on how to recognise and deal with bribery and corruption concerns.

This policy covers all individuals working for Selly Oak Nursery School at all levels (whether permanent, fixed-term or temporary), and includes governors, volunteers, agents and any other person associated with the school (known throughout the policy as employees).

## **The Bribery Act 2010**

1.1. The Bribery Act 2010 came into force on 1 July 2011. It covers bribery and corruption in business activities in the UK and overseas. Under the Bribery Act 2010, a bribe is a financial or other type of advantage offered with the intention of inducing or rewarding improper performance of a function or activity, or knowledge or belief that accepting such a reward would constitute the improper performance of such a function or activity.

1.2. A criminal offence will be committed under the Act if:

- An employee or associated person acting for, or on behalf of the school, offers, promises, gives, requests, receives or agrees to receive bribes.
- An employee or associated person acting for, or on behalf of the school, offers, promises or gives a bribe to a public official with the intention of influencing that official in the performance of his/her duties.
- And, in either case, the school does not have the defence that it has adequate procedures in place to prevent bribery.

## **2. Unacceptable practice**

2.1. It is not acceptable for employees to:

- Give, promise or offer a payment, gift or hospitality, with the expectation or hope that an advantage for Selly Oak Nursery School will be received or to reward an advantage already received.
- Give, promise or offer a payment, gift or hospitality to a government official, agent or representative to facilitate or expedite a routine procedure.
- Accept payment from a third party if they know or suspect that it is offered with an expectation of a business advantage in return.
- Threaten or retaliate against another worker who has refused to commit a bribery offence or who has raised concerns under this policy.
- Engage in any activity that may lead to a breach of this policy.

## **3. Acceptable practice**

3.1. This policy does not prohibit normal and appropriate hospitality (both given or received), if the following requirements are met:

- It is not made with the intention of influencing a third party to obtain or retain business or a business advantage, or to reward the provision or retention of business or a business advantage, or in exchange for favours or benefits.
- It is given in Selly Oak Nursery School's name, not in the individual's.
- It complies with local law.
- It does not include cash or a cash equivalent i.e. vouchers, gift certificates.
- It is appropriate in the circumstances i.e. the giving of small gifts at Christmas time.
- The type and value of the gift is reasonable given the reason the gift is offered.
- It is given openly, not secretly.
- Gifts should not be offered to, or accepted from, government officials or representatives without the prior approval of the Head Teacher

3.2. The advice of the school is to, in all circumstances, consider whether the gift or hospitality is reasonable and justified and to consider the intention behind the gift.

#### **4. Charitable donations**

4.1. Charitable donations are considered to be part of the school's wider purpose. The school supports a number of carefully selected charities. The school may also support fundraising events involving employees. The school only makes charitable donations that are legal and ethical. No donation must be offered or made in the school's name without the prior approval of the Head Teacher

#### **5. Reporting suspected bribery**

5.1. Employees are encouraged to raise concerns about any suspicion of bribery or corruption at the earliest possible opportunity. Issues that should be reported include:

- Any suspected or actual attempts at bribery.
- Any concerns that an employee may be in receipt of bribes.
- Any concerns that an employee may be offering or delivering bribes.

5.2. All concerns should be reported following the procedure set out in the school's Whistle Blowing Policy.

5.3. All reports of bribery will be investigated thoroughly and in a timely manner by the appropriate member of the senior leadership team and in the strictest confidence. Employees are required to assist in any investigation into possible or suspected bribery.

5.4. Employees who raise concerns in good faith will be supported by the school and the school will ensure that they are not subjected to any detrimental treatment as a consequence of their report. Any instances of detrimental treatment against an employee for reporting a suspicion will be treated as a disciplinary offence.

**6. Following investigation**

6.1. The school will invoke disciplinary procedures where any employee is found guilty of bribery and this may result in a finding of gross misconduct and immediate dismissal. The school may terminate the contracts of any associated persons, including consultants or other workers acting for, or on behalf of the school, who are found to have breached this policy.

**7. Record keeping**

7.1. Selly Oak Nursery School keeps financial records and has appropriate internal controls to provide evidence for the business reasons for making payments to third parties. Employees must make the Head Teacher aware of all hospitality or gifts received or offered over the value of £20, these will be subject to managerial review.

7.2. Employees' expenses claims relating to hospitality, gifts or expenses incurred to third parties are submitted in accordance with the school's Expenses Policy.

7.3. All invoices, accounts and related documents should be prepared and maintained with the highest accuracy and completeness.

7.4. No accounts may be kept "off-book".

**8. Policy review**

8.1. This policy is reviewed every two years

Signed by:

_____	<b>Head Teacher</b>	Date: _____
_____	<b>Chair of Governors</b>	Date: _____