



Shireland Collegiate Academy Trust Policy

Acceptance of Gifts, Donations and Hospitality

2024

Committee and Date Approved	Resources Board – Autumn 2024
Category	Recommended
Next Review Date	Annually unless change in legislation – Autumn 2025
Policy Availability	Trust Website
Officer Responsible	CFO of the Trust

**The Trust, all Academies within the Trust and Shireland Learning Limited must
comply with this policy.**

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Introduction

The Shireland Collegiate Academy Trust is committed to the values of probity and accountability. All Members, Trustees, Members of the Standards and Performance Committee and staff should conduct themselves with integrity, impartiality and honesty at all times. Staff should maintain high standards of propriety and professionalism. This includes avoiding laying themselves open to suspicion of dishonesty, and not putting themselves in a position of conflict between their official duty and private interest.

Application

This policy applies to all Members, Trustees, Members of the Standards and Performance Committee and members of staff. Procedures apply to gifts from students and their families as well as from potential suppliers.

Acceptance of:

Gifts

Members, Trustees, Members of the Standards and Performance Committee and Staff should not accept gifts or rewards from any organisation or individual with whom they have contact in the course of their work as an inducement either for doing something or not doing something in their official capacity. Care should be taken about any gift from a person or organisation which has, or is hoping to have, a contract with our Academies.

Gifts of a trivial or inexpensive nature may be accepted (e.g. diaries and calendars), providing the value is less than £20.00 but more substantial or expensive offerings should be declined however if they are received they must be declared.

Cash Donations

Cash donations are defined as being £100 or above that also need declaring. When a donation in excess of £100 in value is received, it must be declared by the receiver and the donor must receive an Expression of Gratitude for Your Generous Donation letter and a Gift Aid Declaration Form be completed.

Hospitality

If unsolicited gifts of a substantial nature arrive from contractors, where practical, they should be returned with a polite explanation that the Trust policy does not allow their acceptance.

It is however, accepted that Members, Trustees, Members of the Standards and Performance Committee and staff sometimes receive conventional hospitality (eg refreshments at business meetings) they may attend, as part of their official function, or an event organised by another body for promotional or influential purpose. Offers of

hospitality that exceed this norm should in general be refused. The following items should be avoided: hospitality offered in substitution for fees e.g. lectures or other work done; inducements which could lead to a contractual position between our Academies and a supplier, contractor or consultant; substantial offers of social functions, travel or accommodation; acceptance of meals, tickets and invitations to sporting, cultural or social events, particularly from the same source.

You must never canvass or seek gifts or hospitality. See Note 1 for principles of conduct.

Making a registration

Members, Trustees, Members of the Standards and Performance Committee and staff must record being offered or accepting any gifts or hospitality by completing a Gifts, Donations and Hospitality declaration form. Forms must be completed online where possible or a paper form where declarations are unable to be made online (see Appendix A for paper form). The CFO shall maintain the Register for Gifts, Donations and Hospitality.

Failure to comply

In all instances where there is a reasonable belief that there has been a failure to declare, the Chairman / Chief Executive Officer will conduct a formal investigation of the situation. Staff may be subject to disciplinary procedures if it is found necessary to pursue potential matters of misconduct.

Notes

Note 1	.
The guiding principles are	<p>The conduct of individuals should not create suspicion of any conflict between their official duty and their private interest</p> <p>The action of individuals acting in an official capacity should not give the impression (to any member of the public, to any organisation with whom they deal or to their colleagues) that they have been (or may have been) influenced by a benefit to show favour or disfavour to any person or organisation.</p>
Criminal offence	<p>It is a criminal offence for an employee of the Trust to corruptly accept any inducement or reward for doing, promising or refraining from doing anything in the course of their employment, or corruptly showing favour or disfavour, in the handling of contracts. In acting corruptly the employee would demonstrate their intention to purposefully act with a lack of probity and with a disregard for the implications of their actions for the Trust.</p>
Note 2	
Gifts	<p>Gifts are deemed to include:</p> <ul style="list-style-type: none">• Goods provided for personal or other private use• Personal services• Loans of equipment, vehicles etc for personal use• The provision of goods / services at preferential cost for personal or other private use

[Date]

Expression of Gratitude for Your Generous Donation

Dear [Donor's Name],

On behalf of the **Shireland Collegiate Academy Trust and its establishments**, I would like to express our deepest appreciation for your recent donation. Your support has made a significant impact on our mission to provide quality education and enhance the overall experience of our students.

We would like to assure you that your donation will be handled with utmost care and in accordance with our organisation's policies and procedures. Once the donation has been made, it becomes an integral part of our ongoing efforts to enhance the educational experience for all our students. Therefore, we regret to inform you that we are unable to entertain any requests for a refund or the return of the donated amount.

If you would like to gift aid your donation, please complete the attached form and return it to myself. Please note that Gift Aid can only be applied to monetary donations.

Once again, we extend our sincerest thanks for your generosity and support. Your contribution has a lasting impact on the lives of our students and the community as a whole. We would be delighted to keep you informed about the progress of our programs and the positive outcomes that your donation has helped to achieve.

If you have any questions or would like further information about our organisation or the impact of your donation, please do not hesitate to contact us at [Phone Number] or [Email Address]. We would be more than happy to provide any additional details you may require.

Thank you once again for your support. We are truly grateful for your partnership in our mission.

Yours sincerely,

[Your Name]

Shireland Collegiate Academy Trust

Gift Aid Declaration Form

Full Name:

Address:

Postcode:

I declare that I am a UK taxpayer and I would like Shireland Collegiate Academy Trust to treat all donations I make, as well as any future donations, as Gift Aid donations. I understand that I need to pay an amount of income tax and/or capital gains tax that is at least equal to the tax that the Trust reclaims on my donations in order to qualify for Gift Aid.

Please treat all donations I have made to Shireland Collegiate Academy Trust in the past four years and all future donations as Gift Aid donations. I confirm that I am eligible for Gift Aid and that I meet the following conditions:

I am a UK taxpayer or pay sufficient tax on my income and/or capital gains.

- I am donating the money in my own capacity and not on behalf of someone else or a group.
- I understand that if I no longer meet the eligibility requirements for Gift Aid, it is my responsibility to inform Shireland Collegiate Academy Trust.
- I understand that the Gift Aid claimed on my donations will be used to support the charitable purposes of Shireland Collegiate Academy Trust and that I will not receive any personal benefit or advantage from these donations.

Please treat this declaration as covering all donations I have made in the past four years and all future donations until further notice. If the circumstances of my donations change or if I cease to pay sufficient tax, I will notify Shireland Collegiate Academy Trust accordingly.

By signing below, I confirm that the information provided is true and accurate to the best of my knowledge.

Signature: _____

Date:



Academic Year 2024/2025

Name: _____

Department: _____

Academy – Received or offered on behalf of the academy

Date	Offered or received	Organisation gift received or offered from	Description of Gift / Hospitality / Donation received	Estimated value	Reason	Location of item	Has the gift been raffled or donated to an external organisation?

Individual – Received or offered personally

Date	Offered or received	Organisation gift received or offered from	Description of Gift / Hospitality / Donation received	Estimated value	Reason	Comments

