



GLEBE PRIMARY SCHOOL
UNITED LEARNING ACADEMY

**Business Interests, Gifts &
Hospitality Policy**

Autumn 2025-2028

**Updated: Autumn 2025
New Review: Autumn 2028**

Approved by the Local Governing Board on 23.09.25

Two handwritten signatures in black ink are shown side-by-side. The signature on the left is more cursive and appears to be 'J Findlay', while the signature on the right is more stylized and appears to be 'S McCorry'.

Signed by: Mrs. J Findlay & Mrs. S McCorry
Position: Co-Chairs of the Local Governing Body

GLEBE PRIMARY SCHOOL – GIFTS AND HOSPITALITY

Glebe Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Glebe Primary School discourages gift giving/receiving between adults and young people involved with Glebe Primary School. This includes tutors, volunteers, and other staff at Glebe Primary School. However, we understand that there are certain instances when the exchange of token gifts may seem appropriate. We have therefore drawn up the following guidelines that should be consulted when considering giving or accepting a gift.

Staff/volunteers giving gifts

If a volunteer or member of staff wishes to purchase a gift for a student:

- In all cases that a tutor, volunteer or other non-employed member of staff wishes to give a gift to a student, they must gain approval from the Headteacher in their school before any gifts are given. Please contact them directly to discuss this.
- The Headteacher must consult the Safeguarding team before giving or denying approval for tutor/volunteer to give a gift to their tutee.
- Where staff at Glebe Primary School wish to give a gift to a student, they must gain approval from the Headteacher before any gifts are given
- If gifts are given, they should either be a token gesture or of an academic nature and should be to reward success or as a goodbye gift
- Gifts should never be of a personal nature, including birthday presents
- Money by itself should not be given as a gift
- Gifts should not exceed the value of £15.
- Under no circumstances should volunteers and students exchange home addresses to exchange gifts.

Examples of acceptable and unacceptable gifts Examples of acceptable gifts:

Examples of acceptable gifts	Examples of unacceptable gifts
Stationary	Cash
Calculator	Tickets to a gig
Textbook or notebook related to the subject taught	Items over £15
Reading book	Items with an age restriction above student's age.
Book mark	

Please note that these lists are not exhaustive

If a volunteer or member of staff wishes to purchase a gift for an adult:

Gifts from the school budget are discouraged at Glebe Primary School. On rare occasions, the Headteacher may authorise the School Business Manager to purchase a gift for a member of staff or volunteer. This may be for a member of staff or volunteer who has supported the school in a way that benefits the children's education. A suitable gift would be flowers or chocolates.

Only the Headteacher has authorisation to purchase gifts from the school budget.

Personal collections for special occasions such as birthdays for staff can be arranged by team members; this is separate to any gifts from the school and should be sent as a personal gift and not from Glebe Primary School.

Receiving of Gifts from parents/students

To comply with the UK Bribery Act, a Register of Gifts and Hospitality is in place to record hospitality and gifts both offered and received from an external source i.e. if an offer of a gift or hospitality is made but not accepted it must still be recorded in the register along with those accepted.

The register is held in the sbm office, please see the sbm or email sbm@glebeprimary.co.uk if you need to record an entry.

For clarity, a gift would be deemed as such if it results in personal gain to the receiver. Items with an estimated value of less than £20 need not be recorded.

All staff must complete this register immediately on receipt or offer of any gift or hospitality from an external source including organisations and parents.