

GIFTS/PRIZES POLICY

Rationale:

The Board agrees that it has the responsibility to ensure that expenditure of gifts incurred by the School must clearly be linked to the business of the School. Staff should not benefit personally in any way other than by way of remuneration. Staff should not receive gifts/benefits/prizes of any kind which might reasonably be seen to compromise their integrity by placing them under any kind of obligation to a third party

See also (Related Legislation): *State Sector Act 1988*
 Public Finance Act (1989)
 Public Finance Amendment Act 1999
 Education Act 1989

1. Giving Gifts:

- 1.1. All gift giving should be linked to the business of the school.
- 1.2. The cost of a gift should be reasonable and appropriately reflect the benefit received. Where possible, gifts should be purchased following the school's normal purchase procedures.
- 1.3. If the gift is to be given during international travel, the staff member should receive authorisation for the value of the intended koha/gift prior to departure. If the need to purchase a gift arises during the trip, the cost should be reasonable and a full record of the gift (if over \$100) provided to the school upon return.
- 1.4. A register must be kept of all gifts purchased (over \$100), including what was purchased, the cost of each gift and the recipients. The Principal should review this register at least annually.

2. Receiving Gifts/Prizes/Benefits:

- 2.1. Gifts/prizes should not be accepted if there is any concern that their acceptance could be interpreted by others as an inducement or reward that might place the staff member under an obligation.
- 2.2. Where gifts/prizes received are small and valued at under \$100, the recipient may keep the gift and there is no need to notify the school of it. Gifts/prizes which are larger and more valuable (in excess of \$100 in value), or attractive in nature (eg jewellery, watches and electronic items), must be handed to the Principal pending a ruling by the Board as to whether the item is for school use or the recipient may keep it.
- 2.3. If the gift/prize arises directly from the staff member's role as an employee of the Board, then the gift/prize must be declared to the Principal and will remain the property of the Board. If the school has no need of the gift then 2.4 would apply.
- 2.4. Where gifts/prizes over \$100 are received, it is recommended that gifts/prizes received are shared amongst the staff, regardless of value, and not held by the individual recipient. Where it is not possible to share the gift/prize, the recipient should be selected at random (eg by conducting a raffle within the team, Learning Area or whole staff).

Approved: 29 October 2018