



GIFTS AND HOSPITALITY POLICY

(Senior School, Preparatory School, Tudor House Campuses)

DOCUMENT TITLE: Gifts and Hospitality Policy
DATE APPROVED: July 2020
REVIEW DATE: December 2022
RESPONSIBLE: School Council

1. Context

- 1.1 The Council of The King's School is the legal entity responsible for The King's School (Senior School, Preparatory School and Tudor House campuses). It attracts charitable status because of its educational activities. It holds the various assets that benefit the School on Trust. These assets include the tuition and boarding fees paid by parents as well as the Federal and State Government Grants it receives. It also receives support from Trusts that have been established through the philanthropy of members of the School community over its long history. All these assets must only be used to benefit the School in accordance with that Trust.
- 1.2 The School's management and staff have day to day responsibility for the application of these assets held on Trust for the benefit of the School. The School Council wishes to be proactive in addressing the risks associated with any assertion that the Council, its staff or members of the School community are not managing these assets with integrity and honesty.
- 1.3 In addition to the tangible assets, the greatest asset of the School is its reputation. That reputation has been built over many decades and can be significantly harmed through the actions or omissions of Governors, staff, volunteers, contractors, consultants and other persons associated with the School.
- 1.4 To offer, give, seek or receive a gift or benefit with the intention of influencing the behaviour of any person is to act contrary to the rules of honesty and integrity and is considered to be in breach of the School's ethos and the values observed by the School. Such a breach will jeopardise the School's reputation.
- 1.5 To offer, give, seek or receive a gift or benefit can also create the perception within the School Community that a person is seeking to be, or is, susceptible to compromising another person's integrity and impartiality.

2. Purpose

- 2.1 This Policy applies to all Governors, staff employed by the School Council and persons associated with School business including parents who hold office or are involved with the School's various sporting clubs and associations (all known as School personnel). It describes the expectations of the School Council in respect to gifts. A breach of this Policy by a member of School personnel may constitute a disciplinary matter and cause serious damage to the School's reputation. Appropriate disciplinary measures will be taken.
- 2.2 This Policy describes the expectations of the School Council towards the giving and receipt of gifts between persons dealing with School business. The School Council is not expecting the cessation of the practice of modest gift giving as tokens of appreciation within the School community. Rather the School Council is expecting there to be transparency in respect to such gift giving practices. The Policy is seeking to eradicate any attempt to undermine the honesty and integrity of the School's processes.

3. Gift Definition

- 3.1 For the purposes of this Policy a gift is viewed as including items, entertainment, rewards, monetary sums, accommodation and hospitality. That list of examples is not exhaustive.
- 3.2 This Policy does not prohibit:-
- 3.3 normal and appropriate hospitality and entertainment with parents and School business associates or supporters that does not raise speculation as to the veracity of its purpose;
 - charitable gifts by students or groups of students on behalf of the School raised through fundraising activities;
 - gifts to the various public deductible gift recipient funds operated to benefit the School that are given in accordance with the relevant legislation;
 - gifts as tokens of appreciation up to the value of \$150;
 - gifts that do not create a conflict of interest.



GIFTS AND HOSPITALITY POLICY

(Senior School, Preparatory School, Tudor House Campuses)

- 3.4 A non-exhaustive list of examples of significant gifts creating a real or perceived conflict of interest that are prohibited under this Policy include:-
- accommodation e.g. holiday accommodation provided to staff by parents either free of charge or below market value;
 - travel and accommodation provided by suppliers or prospective suppliers to the School;
 - cases of wine and other gifts with a value in excess of \$150;
 - entertainment of a disproportionate value that creates the perception of a conflict of interest.

4. Reporting of Bribes, Potential Bribes and Solicitation of Gifts

- 4.1 Bribes and potential bribes, including significant gifts and the witnessing of the solicitation of a bribe or a significant gift must be reported as soon as possible.
- 4.2 School personnel who are offered a bribe or believes the offer of a significant gift or benefit is a bribe, or believes that they have witnessed another member of School personnel soliciting a significant gift or benefit in order to undertake a specific action, must notify the General Counsel and Company Secretary or another Senior Manager of the incident as soon as possible. This initial notification should occur within 24 hours of the incident (excluding weekends and public holidays) if possible and it can be in either verbal or written form. If the incident involves a staff member's Senior Manager the staff member must notify another Senior Manager. If the incident involves the Headmaster the staff member should advise the General Counsel and Company Secretary or the Chairman of the School Council.
- 4.3 The staff member must follow the initial notification with the submission of a written report. The written report must be submitted within 48 hours to whoever the staff member made the initial notification. The report should include:
- the name(s) of those involved and their contact details (if known),
 - the date, time and place of the offer/presentation/solicitation,
 - the circumstances of the offer/solicitation, e.g. what it involved and what the staff member thinks it was intended to persuade him/her to do,
 - any action the staff member took at the time, e.g. what the staff member said or did at the time,
 - any other relevant details, and
 - the staff member's signature and date on which the submission was lodged.

The staff member must retain a copy of the report.

- 4.4 When a Senior Manager receives an initial notification they must report the incident to the General Counsel and Company Secretary. On receipt of an initial notification, the General Counsel and Company Secretary must assess the situation on a case-by-case basis and make a determination as to if and how to pursue the matter. In circumstances where the recipient is the Headmaster, Director of Finance and Business Operations or a Governor on the School Council reporting is escalated to the Chairman of the School Council or possibly the President of the School Council if the Chairman of the School Council is the recipient.
- 4.5 Where it is determined by the General Counsel and Company Secretary that the reported incident involves or is likely to involve corrupt conduct the Headmaster and the Chairman of the School Council must be notified.
- 4.6 The General Counsel and Company Secretary will immediately initiate appropriate action in regard to disposal of the significant gift/handling of the incident.
- 4.7 Following investigation by the General Counsel and Company Secretary, deliberations and management of the incident, if it is determined that the gift can be accepted (i.e. that there was no corrupt dealings), the outcome of the investigation needs to be recorded and placed on the recipients personal file. The General Counsel and Company Secretary will consult with other Senior Managers and the School Council Chairman in determining such exclusions. These outcomes will be reported to the School Council via the Executive Committee.



GIFTS AND HOSPITALITY POLICY

(Senior School, Preparatory School, Tudor House Campuses)

5. Gifts of Hospitality

- 5.1 School personnel will at times be offered hospitality (e.g. food and drinks) in relation to work-related and School functions or similar activities as part of their role in representing the School or managing School business. As a general rule, it is acceptable for School personnel to accept modest offers of hospitality of the type that the School itself would offer for similar activities. Staff members should not accept extravagant hospitality, regular or frequent hospitality, or any hospitality designed to influence the decision-making process of School personnel.
- 5.2 Staff members should report offers of extravagant hospitality to their Senior Manager or the Director of Finance and Business Operations.

6. Gifts/Benefits to Family Members and other Third Parties

- 6.1 Offers of gifts and/or benefits made to family members of School personnel or third parties with which they are associated to avoid the requirements of this Policy should not be accepted.

7. Register of Incidents

- 7.1 The General Counsel and Company Secretary will maintain a "Register of Incidents" in the context of this Policy containing details of matters reported to him in accordance with this Policy. The contents of that Register will be laid open on an annual basis to the Risk Audit and Compliance Committee.

8. Monitoring and Review of the Policy

- 8.1 The Risk Audit and Compliance Committee will review this Policy on a regular basis along with summary reports of any incidents reported in accordance with this Policy. Any comments on this Policy should be forwarded to the General Counsel and Company Secretary.

Adopted by the School Council

9 December 2015

Version Table	
Version	Date
1.0	9 December 2015
2.0	November 2018
3.0	July 2020
4.0	November 2020
5.0	May 2022

The King's School

A PO Box 1 Parramatta NSW 2124

T +612 9683 8555

E tks@kings.edu.au

Cricos No: 02326F ABN: 24 481 364 152



THE
KING'S
SCHOOL