



Ex Students Privacy Notice

It is the policy of Doddinghurst Infant School that as a general guideline, business gifts and hospitality should not be accepted by any member of staff or Governor, except as provided for below.

The Intention of the policy is to ensure that Doddinghurst Infant School can demonstrate that no undue influence has been applied, or could be said to have been applied, by any supplier or anyone else dealing with the School. The School should be able to show that all decisions are reached on the basis of the proper application of laid down procedure and for no other reason.

Any breach of this policy could lead to disciplinary action and may constitute gross misconduct.

Staff and Governors shall not use their authority or office for personal gain and shall seek to uphold and enhance the standing of the School by:

- a) Maintaining an unimpeachable standard of honesty and integrity in all their business relationships;
- b) Complying with the letter and spirit of the law, and contractual obligations, rejecting any business practice that might be deemed improper;
- c) At all times in their business relationships acting to maintain the interests and good reputation of the School.

Any staff or Governor who become aware of a breach of policy must report the alleged breach immediately to their line manager, Head Teacher or Governing Body who will instigate investigations as necessary.

Any personal interest that may impinge or might reasonably be deemed by others to impinge on an employee's impartiality, or conflict with the duty owed to the School, in any matter relevant to an employee's duties (such as conflicting business interests), should be declared in writing. Any member of staff or Governor who is aware of any business dealing conferring personal gain, or involving relatives or associates of members of staff must make an appropriate entry in the Register of Business Interests.

Staff and Governors are permitted to accept gifts, rewards or benefits from members of the public or organizations with which the School has official contacts only where they are isolated gifts of a trivial character, or inexpensive seasonal gifts. Gifts should not therefore be accepted if they appear to be disproportionately generous or could be construed as an inducement to effect a business decision. Exceptions are small gifts received as 'thank you' tokens from students, parents, line managers, for example at Christmas/end of term.

Where purchased items include a "free gift", such a gift should be either used for school business or handed to the school office for general use.

In relation to conventional hospitality, lunches, outings, tickets for events, etc., are acceptable provided that it is normal and reasonable in the circumstances. Such invitations should not therefore be accepted where there is no reasonable business justification for doing so, where an invitation is disproportionately generous, or where the invitation could be seen as an inducement to affect a business decision.
