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Mount Blowhard Primary School **GIFTS and BENEFITS POLICY**

Purpose

The giving and receiving of gifts occurs in schools. Both need to be managed sensitively so that there is no possibility of conflict of interest or improper influence. The giving and receiving of gifts needs to comply with Australian Taxation laws, and must compromise the reputation or integrity of the school.

Aim

To ensure the giving and receiving of gifts results in positive experiences that enhances the relationships both within and between the school and the community.

Implementation

Gifts or donations given to the school:

- Are not to be linked to expectations of favourable service by the school.
- Are not to be linked to products, services or associations that would bring the schools good name into disrepute.

Gifts given by the school:

- Should generally be of little monetary value and usually consist of small school mementoes for example chocolates in a school mug, flowers, or small tokens of appreciation.

Gifts and School Staff

Inducements

- Members of staff must refuse all offers of *personal* gifts, benefits or hospitality from people or organisations about which they are likely to make decision, i.e. tender processes, procurement, licensing or regulation, etc.
- Members of staff must refuse all *personal* offers of money or items easily converted to money, such as shares.
- Members of staff must refuse bribes and report bribery attempts to the Principal.
- Members of staff must seek advice from the Principal or other appropriate delegate if unsure about how to respond to an offer of a gift, benefit or hospitality of more than nominal value.

Solicitation

- Members of staff must not solicit for *personal* gifts, benefits or hospitality.
- The Principal or other appropriate delegate may authorise members of staff to seek gifts or donations for use by students in classroom activities, for example as prizes for school fundraising events or for the presentation of awards.

Dealing with Gifts

- Any Fringe Benefits Tax implications of any gift or donation must be fully explored and reported to the Australian Taxation Office.
- All gifts and donations with a total value greater than \$100 will be recorded on the Gift Declaration Register (sample form attached) and will be reported to School Council.
- A decision regarding the dispersment of gifts or donations will be made by the Principal and reported annually to School Council.
- Additional information can be obtained in the DET Gifts, Benefits and Hospitality Policy and Guidelines for Department Employees in the Public Service and Teaching Service, School Council Employees and School Councillors.

Further advice from the DET:

https://www.eduweb.vic.gov.au/edulibrary/public/schadmin/standards/Gift_Guidelines_FAQs.pdf

<http://www.education.vic.gov.au/school/principals/spag/governance/Documents/Gifts,BenefitsandHospitalityPolicy.pdf>

Evaluation:

This policy will be reviewed every year as part of the school's review cycle.

Certification:

This policy was reviewed by the Policy Sub-Committee on _____

<u>Sub-Committee Reviewed</u>	<u>Ratification</u>	<u>Next Review Date</u>	<u>Policy Number</u>	<u>Version</u>	<u>Date Produced</u>
8 th August 2019		August 2020	7	2	June 2016

Signed: 

Principal

Signed: 

School Council President

