

Learn • Trust • Respect • Sense of Humour

GIFTS POLICY

RATIONALE:

The giving and receiving of gifts are common place in schools, however, both need to be managed sensitively, both need to comply with Australian taxation laws, and neither must compromise the good name of the school.

AIM:

To ensure that the giving and receiving of gifts result in positive experiences that enhances the school and its relationships with others.

IMPLEMENTATION GUIDELINES:

- Cranbourne West Primary School often gives gifts to recognise the contributions of volunteers, to staff members who are unwell, to celebrate the birth of babies, to retiring staff members etc.
- Gifts given by the school are generally of little or nominal monetary value and usually consist of bouquets of flowers, small school mementoes, or other inexpensive items of sentimental value.
- The school may collect donations from the community to purchase a gift for a retiring staff member of considerable service.
- In order to provide some consistency and clarity in the giving of gifts, a guide that describes the type of gift that will be given at any particular occasion, as well as a monetary value will be followed. For example, the value of gifts for staff members leaving the school will roughly correlate to the period of service the staff members have dedicated to our school.
- School Council may provide some funds for the purchasing of gifts, but for the purpose of 'ownership' of the gift, staff and/or students and/or the school community may be invited to contribute on certain occasions.
- The school may also accept gifts or donations. It is common place for these donations (eg: art room supplies) to be of little or nominal monetary value.
- The acceptance of gifts or donations by the school will be considered on a case-by-case basis as to the appropriateness of each offer.
- Gifts or donations are not to be linked to expectations of favourable service by the school or its employees or school councillors, are not to be gratuitous in nature, and are not to be linked to products, services or associations that would bring the school's good name into disrepute.
- All gifts and offers of gifts must be accepted or rejected consistent with the DET [Gifts, Benefits and Hospitality Policy and Guidelines](#) which include the following:
 - Employees and School Councillors may keep token gifts [under \$100]

- In limited circumstances, employees and School Councillor's may be able to keep a gift worth \$100 or more, but less than \$500, subject to the documented approval of their Deputy Secretary or School Council.
- The Deputy Secretary or Principal may also consider offering the employee or School Councillor the option of purchasing the gift at market value.
- Gifts worth \$500 or more must be surrendered to the State or school under all circumstances
- Official gifts [gifts intended for the Department/School rather than the individual recipient remain the property of the Department/School
- Gifts received by an employee or School Councillor on special occasions [ie births. retirement etc] that are paid for by personal contributions, **do not** need to be recorded on the gifts register.
- Any Fringe Benefits Tax implications of any gift or donation must be fully explored and reported to the Australian Taxation Office.
- All gifts and all offers of gifts, benefits or hospitality and donations to the school of greater than nominal value will be recorded on the school's Gifts Register. The register will be monitored by the Principal and annually reviewed by the School Council. Acceptance and offers of gifts worth more than \$100 must be formally registered on the school's gift register. The following information must be recorded for each gift: recipient's name, donor's name and organisation, location of the gift, description and estimated value, date, time and place of offer, decision taken on the gift, Principal's or School Council Chairperson's signature
- All staff and School Councillors are to be advised annually of the requirements of the DET Gifts, Benefits and Hospitality Policy and Guidelines

EVALUATION:

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

School Use Only

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