

Gift Acceptance Policy

Policy Title	Gift Acceptance Policy							
Relates to	HE	X	FE		Online	X	School	X
Approved by	Quality and Standards Committee							
Owner	Head of Quality							
Date Approved	October 2019							
Last Reviewed	October 2019				Next review due: August 2020			
Version	1.0							
Publication	Staff Access							X
	Student Access							X
	Public Access via Point Blank website							

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Gift Acceptance Policy

Overview

This policy aims to provide guidance and ordinance for staff members on the acceptance of gifts, particularly where this may cause conflict of interest and risk the School's commitment towards maintaining the equality of opportunity for all.

Students or relations of students may, from time to time, wish to offer gifts to staff members as an expression of goodwill. This policy aims to enable expressions of goodwill and positive, professional relations between students, relations of students and staff members, while preventing conflict of interest and risk of undermining the School's commitment towards maintaining equality of opportunity for all (examples may be viewed in section c).

Section 1

a. Policy for Gifting

- i. All students, or relations of students who wish to offer a significant gift (as defined in section 1b. ii.) to a member of staff are advised to time the gifting after any significant stages of the student life-cycle for both the student and relevant staff member. E.g. After admission, or after the completion of final assessment, or after graduation.
- ii. For gifts that may not be considered as high monetary value, it is still strongly recommended that gifting be timed after any significant stage of the student lifecycle.
- iii. Once the offer of a gift has been made, staff members must declare any significant gift (as defined in section 1b. ii.) and withdraw from further duties in relation to the student. It will be considered a violation of this policy to defer receipt of the gift until after completion of the appropriate stage to avoid declaration.

b. Declaration of Gifts

- i. All staff members who are offered gifts of significant value (as defined in section 1b. ii.) and hold a position of responsibility in relation to the gift-donor, where the acceptance of the gift may compromise the impartial undertaking of duties, or decisions taken on behalf of the company/School (as defined in section c), must declare the gift (as defined in section 1b. iii.).
- ii. Limits for declaration:

Gifts defined as "significant gifts" are those valued over £25 (combined value). Handcrafted gifts of unknown monetary value may be considered as under £25 in value for the purpose of this policy, unless the staff member or line manager has reason to believe otherwise. All gifts must also comply with UK laws.

Two or more gifts offered within 2 months should be considered as one gift and declared and registered should the combined value be considered over £25.
- iii. All staff who are offered gifts and must declare the gift (as required in section 1b. i.), must declare them to their Head of Department, or to the Managing Director, as appropriate.

Following declaration, if the gift-donor is a student, or relation of a student, the staff member who may be compromised should withdraw from further duties in relation to the

student. It will be considered a violation of this policy to defer receipt of the gift until after completion of the appropriate stage to avoid declaration.

- iv. The General Manager, or Managing Director as appropriate, must maintain a register of all approved and received gifts or actions of hospitality. Details of personal interest and potentially affected negotiations, where the gift was still approved for receipt should also be recorded.

c. Conflict of Interest

- i. Point Blank Music School will not tolerate any circumstances where any one student may intentionally be given a student experience or opportunity unequal to another, due to discrimination, corruption, or any other reason. The following list of possible duties which should be considered obligatory for declaration due to conflict of interest if a gift is offered is not exclusive:
 1. Teaching or support responsibilities.
 2. Consideration of the student (gift donor) grade at Assessment Board. For potential gift donors, it is advised that all gifts should be offered after the Assessment Board has taken place.
 3. Assessment, particularly of performances or presentations, moderation, or second marking of assessment, where marking may not be anonymous.
 4. Membership of academic misconduct panels, complaint investigation or disciplinary panels, Academic Board, or any meeting at which a student outcome may be decided or affected.
 5. Admission of a student on to a course.
 6. Promotion of a student, or where assistance in employability may be decided or affected, particularly affecting equality of opportunity over another student.