

Kenton College Preparatory School & Early Years



Founded in 1924

Acceptable Gifts Policy

Audience	Parents, Staff and Governors
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Last Review	September 2026
Next Review	September 2027
Related Policies	• Staff Code of Conduct • Parent Code of Conduct

Introduction and Purpose:

At Kenton College we want to be fair, consistent and transparent in the acceptance of gifts from parents and pupils.

This policy will enable all parents and staff to have clear and defined boundaries about the giving and receiving of gifts.

The policy refers to all current parents and employees (all permanent, part - time, temporary and contract employees including volunteers) of Kenton College Preparatory School without exception.

‘Gift’ means any item of value, service, loan, thing or promise, discount or rebate for which something of equal or greater value is not exchanged. Payments for travel, entertainment and food are gifts.

Gifts should be given in good faith with no expectation of favouritism towards the child of the parents/guardians giving the gift.

1. All Kenton Staff and Board of Governors:

Kenton Staff and Board of Governors:

- Must not give or accept gifts or hospitality to or from a third party where it might be perceived that their personal integrity has the potential to be compromised, or that the school / individual might be placed under any obligation as a result of acceptance;
- Must not use their official position to further their private interests or the interests of others;
- Must not solicit gifts or hospitality;
- Must consult the Headteacher before accepting any gifts or hospitality with a value of over KSh 10,000 (from one individual family/person) or more within 2 working days, even if declined
- The Headteacher will record any gifts or hospitality offered to staff or the school with a value of KSh 10,000 (from one individual family/person) or more on the gifts and hospitality register.

2. The Headteacher

- The Headteacher is responsible for ensuring that staff are aware of and understand this policy, and that it is being implemented consistently.
- The Headteacher will act with the utmost integrity on all matters relating to gifts and hospitality, ensuring that they set a good example to the rest of the school and to those outside the organisation.
- A gifts and hospitality register will be kept (by the Headteacher) for any gifts/ hospitality exceeding KSh 10,000. This will be monitored and reviewed by the Headteacher and Board of Governors to ensure transparency.
- They will also ensure that decisions on whether individuals or the school can accept gifts or hospitality with a value of KSh 10,000 (from one individual family / person) or more are in line with this policy.

3. Parents

- This policy is in no way intended to discourage the giving and receiving of gifts as it is commonplace for parents who wish to show their gratitude to a teacher / employee of Kenton to provide them with a gift of thanks. Gifts of gratitude are always appreciated.
- Where a class / form may wish to show their collective appreciation for the class / form teacher and TLA the Class Reps may coordinate a collection from the class and convert this into vouchers / gifts. No cash (or MPESA) should be handed over directly. A parent may choose the amount they wish to contribute.
- Ideally gifts would be given once a year, at the end of the academic year.
- If a parent wishes to give an individual gift to a member of staff this should not exceed the value of KSh 10,000.

4. Acceptable gifts and hospitality

- Members, trustees and staff can accept gifts and hospitality that have a value of less than KSh 10,000. These do not have to be pre-approved or recorded on the gifts and hospitality register.
- Generally, gifts of nominal value, such as small tokens of appreciation, may be accepted. If in any doubt, members, trustees and staff must consult the Headteacher.
- If the Headteacher is the recipient of **any** gifts or hospitality above the value of KSh 10,000 (from one individual family / person) they will inform the Chair of the Board of Governors and record the offer on the gifts and hospitality register.

- An exception to the once a year gift may be in the event of a birth, death, retirement or other special occasion. This will be up to the Class Rep to decide on the gift and communicate this amongst the class parents. The Headteacher can be consulted as to the appropriateness of any gifts for these occasions.

5. Unacceptable gifts and hospitality

The following must never be offered or accepted:

- Cash (of any value) gifts
- Gifts or hospitality offered to family members, partners or close friends of staff
- Gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited or during the tendering process
- This list is not intended to be exhaustive.

6. Declining gifts and hospitality

- Any members, trustee or staff member who is offered any of the unacceptable gifts or hospitality outlined in section 5 above should politely decline the offer.
- If they feel it would not be appropriate for them to decline, they should refer the matter to the Headteacher. The Headteacher may decline the offer, or donate the gift or hospitality to a worthy cause, and must also record the offer on the gifts and hospitality register.

7. Monitoring arrangements

- The gifts and hospitality register is monitored regularly by the Headteacher / Board of Governors.
- This policy will be reviewed annually by the Headteacher/SLT in line with the cycle of policy review and updates.