Eildon Primary School

No.3931

ABN 59 435 842 741

45 High St, EILDON, VIC, 3713.

**Eildon Primary School**

**Gifts/Donations, Services & Benefits Policy**

**AIMS**

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

**RATIONALE**

The giving and receiving of gifts are common-place in schools, however, both need to be managed sensitively with no conflict of interest or improper influence. Both need to comply with Australian laws and Department policies, and neither must compromise the reputation of Eildon Primary School.

**IMPLEMENTATION**

* Gifts given by the school to students, staff, parents/guardians or members of wider community, should be as cost neutral as possible and represent best value for money. Gifts should consist mainly of small mementoes, or other inexpensive items of sentimental value. Eg. ANZAC wreathes
* Gifts that have been donated to the school, may be re-gifted as encouragement awards to students.
* All gifts should be given without intent of gain. No gifts will be received from any contractors or tenders where there is a perceived intent of gain.
* All services provided to the school will be selected based solely on affordability, reliability, availability, quality and credibility. Eg. Three quotes or tender is needed for all jobs completed at the school unless approved by School Council with an annual review. Eg. Management of Trees and Cleaning.
* All offers of money or items easily converted to money such as shares, will be refused.
* All payments for services rendered will be made via the school’s payment systems and receipted upon transaction.
* All bribes will be refused and bribery attempts will be reported to the principal.
* The principal should be consulted where offers of gifts, services or benefits (with the exception of inexpensive personalised mementoes) have been made to determine the appropriate response.
* The school may also accept gifts or donations from the wider community. These may be used by students in classroom activities or as prizes for school fundraising events or as achievement awards.
* Gifts, services or donations are not to be linked to expectations of favourable service by the school or its staff/committees, and are not to be gratuitous in nature, and are not to be linked to products, services or associations that would bring the school’s reputation into disrepute.
* 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 cumulative value greater than $100 will be recorded on the Gift Declaration Register (sample form attached) and will be reported 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 from;

http://www.education.vic.gov.au/school/principals/spag/governance/Pages/gifts.aspx

**EVALUATION**

This policy will be reviewed annually.

Date Ratified at School Council \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Next Review Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Evaluation:**

This policy will be reviewed as part of the school’s regular review cycle.

School Council Ratified: 6th September 2017

Review date: 2019

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