



JEDDAH PREP AND GRAMMAR SCHOOL

Gifts to Members of Staff

Jeddah Prep and Grammar School values and supports good relationships between staff, students and parents, and those companies who provide the school with services. Often, gratitude for our work may lead to a desire to reward a particular member of staff with a gift. However, such gifts could be seen by other members of the school community as a method by which to obtain preferential treatment for a child or cement a contract from a service provider.

All members of staff, including academic, administration and support staff, Headmaster, SLT and members of the Board of Governors must inform the Headmaster of the offer of **any** gift of any value from any other member of the school community (bar family members). On receipt of such notification, the nature of the gift will be recorded by the Headmaster's PA in a written log-book held for this purpose. This protocol is designed to protect staff in the unlikely event of any subsequent allegation of unprofessional conduct.

While it is perfectly reasonable to accept small, simple gifts or tokens from pupils or parents at special occasions or when a pupil or colleague leaves the school, all colleagues should try and avoid accepting gifts of an expensive, rare or culturally significant nature. Substantial gifts are defined as those suspected or known to be worth more than 250 SAR. Members of staff are advised to err on the side of caution if in doubt of the value of a gift. All gifts or offers of additional free services from contractors or service companies must be refused or redirected for the good of the school, if possible. Parents may collaborate to purchase a group gift: discretion can be shown in such circumstances

If a colleague believes that refusing a gift would cause particular offence to the parent (or possibly child) in question, they should explain that it is not normal school policy to accept such expensive gifts and direct the parent to the Headmaster. Subsequent decisions regarding acceptance or refusal of the gift will be taken at the discretion of the Headmaster and recorded as such in the Gift Logbook.

Failure to comply with this protocol may result in disciplinary action being taken against the member of staff in question. This protocol does not prevent the offer of gifts such as flowers during periods of sickness or bereavement, or collections to help

a colleague in particular distress such as the payment of a large and unforeseen medical bill, for example, but records must be kept in any eventuality.

Date of Issue: 30 th November 2020	Reviewer: Headmaster, SLT
Date for Review: 30 th November 2022	Approved: Board of Governors