



HEAD OF DEFENCE CHILDREN SERVICES

ACCEPTANCE AND GIVING OF GIFTS AND HOSPITALITY STATEMENT

THE RECEIVING OF GIFTS AND HOSPITALITY

The MOD has clear guidelines regarding the acceptance of a gift or hospitality¹. These are normally considered an exception, and if either the individual or DCS is in any doubt about the propriety of acceptance, the offer should be refused. Teachers working in DCS Schools and Settings are MOD Crown Servants and must follow the required guidelines. To help counter any suspicion of corruption or improper conduct, all offers of gifts, complimentary vouchers, other incentives and hospitality are to be recorded in the [MOD's Electronic Hospitality Register](#), whether accepted or declined. As teachers, it is not unusual to receive 'thank you' gifts of chocolates, wine, flowers etc. at Christmas, Easter and at the end of the school year. Any offers of hospitality and gifts (including 'thank you' gifts) to MOD Serving Personnel and Civil Servants (including all school staff, contractors and volunteers) that have value of more than £10 should be recorded on the Register and submitted for audit in accordance with the guidance [here](#). No one should accept gifts with a value of more than £50. While it is recognised that this may not have been actioned previously, the recording of gifts was mandated by the Permanent Secretary on 1 July 2017.

THE GIVING OF GIFTS AND HOSPITALITY

Gifts involving taxpayer's money are sensitive, so DCS must have a robust case for making a gift and be able to demonstrate that the level of gift represents a proper use of taxpayer's money and is not extravagant. There are three key areas within gifting, the gifting of UK Defence Assets, the exchanging of gifts with foreign counterparts and Corporate and Promotional Items, which are permissible within strict boundaries. None of these apply to DCS business. DCS does not have the delegated authority to gift MoD Assets and any such cases must be staffed through the HQ RC Resources team to Financial Management Policy & Accounting for approval.

¹ [JSP 462 v18 Aug 23](#)