

ST. BEDE'S CATHOLIC JUNIOR SCHOOL

celebrates life and learning



CHARITY POLICY

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APPROVED BY:	FINANCE/RESOURCES COMMITTEE
APPROVAL DATE:	6TH JUNE, 2019
REVIEWED:	BIANNUALLY
NEXT REVIEW:	JUNE, 2021

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MISSION STATEMENT

St. Bede, patron of our school, wrote:

"It was always my delight to learn and to teach".

We are a celebrating community, living the Gospel Values, committed to educating children in the light of the Catholic Faith.

We journey together so that we

"Might have life - life in all its fullness".

John 10:10

SCOPE

This policy serves to set out and explain the school's approach to charity related activities. All staff and governors are responsible for making sure that they understand and adhere to the policy, procedures and good practice guidance within this policy, which should be applied to any request for charity or community support involving cash donations, the raising of funds, or gifts in kind.

This policy supports the values of St. Bede's Catholic Junior School.

AUTHORITY

The Charities Commission is established by law as the regulator and registrar for charities in England and Wales, to increase charities' effectiveness and public confidence and trust. Charities registered with, and regulated by, the Charities Commission need to conform to legislation including the Charities Act of 1992 (in particular Part II), The Charities Bill (introduced in 2005 and for further debate in 2006) and The Charitable Institutions (Fund Raising) Regulations of 1994.

Where a charity and a commercial company (school) enter into an agreement, either to raise funds for the charity or raise its profile, this is known as a ‘Commercial Partnership’ (as defined by the Charities Commission). The school adheres to the principles and good practice guidance laid down by the Charities Commission (Appendix 1). We include these in formal agreements when entering in to a Commercial Partnership with our nominated charities.

STATEMENT OF POLICY

St. Bede’s Catholic Junior School is proud of its charitable and community giving achievements, which bring potential benefits to thousands of people and communities across Halton, the UK, and internationally across the world. We encourage staff to get involved with initiatives that resonate with us as a school community as set within this policy, including procedures and good practice guidance.

A Charities Policy is necessary to protect the school, staff and the general public from illegal practice, including unscrupulous appeals and the possible misappropriation of funds, to minimise the risk of prosecution, harm to individuals or negative media attention. The policy also ensures that charity partners meet our values and ethical standards, and that they conform to charities legislation and regulations.

AIM AND OBJECTIVES

- To ensure the reputations of all parties, i.e. donors and Charity partners, be wholly protected from any real or perceived impropriety in the relationship that is established through the offer and charitable receipt of a charitable gift;
- To provide clear guidance on what is expected of the school and individuals when agreeing to take part in fundraising activity;
- To ensure all staff or volunteers carrying out fundraising activities act with fairness, honesty, integrity and openness;
- To provide clarity of which charities the school will and will not support;
- To broaden the education of pupils beyond the school curriculum by providing educational and practical charitable experiences;
- To improve educational opportunities for less advantaged children, both in the UK and internationally, through our chosen charities.

RESPONSIBILITY

The Governing Body will hold the Headteacher to account through its careful monitoring of all charity activity.

The Headteacher is responsible for:

- undertaking due diligence before agreeing a partnership; ensuring that the school’s chosen charity activity is conducted honestly and lawfully;
- agreeing any school publicity as a result of fundraising activity.

The School Business Manager is responsible for:

- undertaking the necessary checks of the charities being supported;

- monitoring all gift / cash handling. (Cash will be handled in accordance with the school's cash handling procedures.)

Class based staff are responsible for:

- ensuring the safe passage of all gifts and money to the school office.

Children will not be asked to take part in door to door collections in support of school charities.

ADDITIONAL GUIDANCE

How do we choose charities?

Charities are proposed by the children, families, and staff and discussed with the Headteacher and Senior Leadership Team before any agreement of support is formalised. The charity selected delivers a presentation to the pupils so they may understand more fully the purpose of the organisation.

During their time at St. Bede's, pupils are exposed to a diverse range of charitable causes. However, we do support a number of local charities on an annual basis – Poppy Appeal, Widnes and Runcorn Cancer Support Group, and Widnes Foodbank. In addition we also support Nugent Care's Good Shepherd appeal and Macmillan's Coffee Morning.

Non-registered Charities

Charities registered with the Charities Commission pose the least risk as they work to a set of legal and regulatory standards and requirements, which are monitored by the Commission. As a rule, the school will not consider unregistered UK charities as part of their annual sponsorship programme.

How often will we be asking for charitable donations?

This may vary, however we take a balanced view about our fundraising activity to ensure that we are not over burdening children and families or applying any undue pressure to support. Individuals are always left to choose for themselves what extent they wish to support the school's fundraising activity.

Food preparation and sale

Health and food hygiene regulations on the preparation of food must be applied in the preparation of food to be sold in aid of charity, in all cases. Anyone selling food must be qualified and hold appropriate health and hygiene certificates.

Personal Fundraising Activity

Staff have the right to get involved in 'personal' fundraising activities for charities which may not adhere to the agreed charities under this policy. The school has no objection to staff gaining sponsorship from colleagues, but are advised to check the credentials and ethics of their chosen charity. Staff should refer to the guidance outlined in this policy, particularly regarding risk.

Who do I approach if I wish to speak to school about any aspect of this policy?

In the first instance any queries should be raised with the Headteacher, although duties may be delegated at any time.

POLICY REVIEW

This Charities Policy will be reviewed biannually by the Pupil Support Committee in the light of guidance, training and changes in legislation or at the request of a member of the school community. The staff and Governing Body will agree any amendments.

APPENDIX 1

In order to achieve best practice St. Bede's Catholic Junior School adheres to the Charities Commission's guidance when choosing partners for our sponsorship programme, and we will arrange formal agreements with charity partners to include:

- Credentials of charity partners, which will be checked with the Charities Commission (UK)
- Charities must be compliant with legislation (UK), including Charities Act (1992), The Charities Bill (2005), The Charitable Institutions Fund Raising Regulations (1994)
- Charity partners must agree to fund raising activities which benefit the general public
- Partners must identify risks
- Partners must take adequate steps to protect themselves, including their reputations, and must identify potential risks
- There should be a common agreement on shared values and ethical standards
- St. Bede's Catholic Junior School will agree all media activities, including use of logos, advertising etc with charity partners in advance
- Charity partners must monitor and evaluate their fund raising activities through the Commercial Partnership, including written reports at the end of the sponsored period
- Charity partners should consider any tax implications of the Commercial Partnership agreement, prior to entering into it, and take necessary advice on this
- St. Bede's Catholic Junior School will agree formal and necessary licensing arrangements, joint promotional agreements or sponsorship agreements as appropriate to fund raising activities.