



Policy For Charitable Fundraising

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Charities Act 2011
- Equality Act 2010

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)

We believe that by encouraging children to collect for local and national charities we make them aware of the needs of those who are less fortunate than themselves. We want to develop a culture where charitable giving is a natural part of everyone's life and for children to be active members of the world community, developing individual strengths and being tolerant and respectful of their selves and others.

We believe that by organising events such as various sales of donated items and the collection of unwanted household items in response to global emergency appeals, we will not be putting any unnecessary demands on parents and the local community by continually asking for donations of money.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To encourage children to take an active role in charity fundraising in the local, national and international communities.
- To familiarise children with the process of fundraising and encouraging them to plan and carry out projects as individuals or as a team.
- To raise money for a variety of local, national and international charities.
- To develop a culture where charitable giving is a natural part of everyone's life.
- To support charities in other ways other than donating money.

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- To raise awareness of the vital role that charities play in improving the lives of others.
- To give pupils opportunities to show individual initiative.
- To ensure all funds raised are properly accounted for and audited.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be the Charitable Fundraising Coordinator;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in:
 - determining this policy with the Governing Body;
 - discussing improvements to this policy during the school year;
 - organising surveys to gauge the thoughts of all pupils;
 - reviewing the effectiveness of this policy with the Governing Body
- nominated a link governor to:
 - visit the school regularly;
 - work closely with the Headteacher and the coordinator;
 - ensure this policy and other linked policies are up to date;
 - ensure that everyone connected with the school is aware of this policy;
 - attend training related to this policy;
 - report to the Governing Body every term;
 - annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

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- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure all fundraising activities are open, legal and fair;
- encourage children to take an active role in charity fundraising in the local, national and international communities;
- raise money for a variety of local, national and international charities;
- develop a culture where charitable giving is a natural part of everyone's life;
- support charities in other ways other than donating money;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by:
 - monitoring learning and teaching through observing lessons
 - monitoring planning and assessment
 - speaking with pupils, school personnel, parents and governors
- annually report to the Governing Body on the success and development of this policy.

Role of the Charitable Fundraising Coordinator

The coordinator will:

- ensure all fundraising activities are open, legal and fair;
- discuss and plan with staff and the School Council the school's charitable fundraising activities for the year:

Autumn	Spring	Summer
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- discuss with the Headteacher the planning of all charitable fundraising events that takes place by outlining the following:
 - Name of the charity which funds are to be raised
 - Date of event
 - Venue
 - How the funds will be raised:
 - collections
 - raffles
 - appeals etc

 - Cost of setting up the event
 - Equipment / materials
 - Risk assessments
 - Timescale
 - Insurance
- seek the permission of the Headteacher before any event takes place;
- publicise these activities:

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- in school;
- in the local press
- on local radio

- report to the local press and local radio any newsworthy charity events undertaken by the school;
- ensure pupils and parents are made aware that pupils must not approach strangers for fundraising money and that to go knocking from door to door is against the law;
- not use incentives to encourage or reward pupils or others to raise money for charities;
- ensure all funds received are given to the Bursar who under the financial regulations of the school records the sum of money, gives a receipt for the amount, counts the money and securely banks it;
- seek a permit from the local authority for any street collections with collectors being at least 16 years of age;
- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- make effective use of relevant research and information to improve this policy;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy.

Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- familiarise children with the process of fundraising and encouraging them to plan and carry out projects as individuals or as a team by the above planning format;
- ensure that the promotion of charities is included in their PSHE planning;
- ensure that pupils are able to take advantage of any opportunities to support charities;
- publicise the school's charity activities, both in and out of school;
- ask for support from all school stakeholders when they take part in their own fundraising activities such as running in the London Marathon etc;
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Role of Pupils

Pupils are encouraged to:

- participate in charity events;
- organise specific activities;

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- organise events on their own initiative;
- publicise school charity events to the school community;
- count money, bank money and arrange with the Bursar the writing of school cheques.

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- make their children aware that they must not approach strangers for fundraising money and that they must not go from door to door asking for sponsorship money;
- ensure their children only ask family and friends for sponsorship money;
- be encouraged to take an active role in the life of the school by attending:
 - parents and open evenings
 - parent-teacher consultations
 - class assemblies
 - school concerts
 - fundraising and social events
- be encouraged to work in school as volunteers;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
 - All aspects of this policy

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- School Council
- Community and Industry Links
- Equal opportunities
- Inclusion

- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications

Equality Impact Assessment


Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

 <p>Holland Moor Primary School</p>	<p>This policy was last reviewed in August 2019. <i>M Beale</i></p>
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