

# Impact Education Multi Academy Trust

## Charity Fund Raising Policy



<b>Version</b>	<b>1</b>
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## INTRODUCTION

- 1.1 This policy serves to set out and explain Impact Education Multi Academy Trust's approach to charity related activities in all Trust academies:
  - 1.1.1 on behalf of Impact Education Multi Academy ("Trust fundraising") and;
  - 1.1.2 recognising that staff may undertake in their own individual capacity or in the context of any secondary engagement in any capacity outside of their direct engagement with Impact Education Multi Academy external fundraising.
- 1.2 This policy supports the values of Impact Education Multi Academy Trust.
- 1.3 The Board of Trustees is responsible for ensuring that:
  - 1.3.1 Correct procedures are in place and followed for Trust fundraising and external fundraising;
  - 1.3.2 Expenditure for Trust fundraising is properly validated;
  - 1.3.3 All funds raised by way of Trust fundraising are properly accounted for and audited; and
- 1.4 All Trust fundraising and external fundraising must be approved in line with the procedures outlined in the policy.
- 1.5 Failure by staff to obtain the requisite approval may result in referral to Impact Education Multi Academy code of conduct and disciplinary policies.

## 2 Approval of Fund Raising Activities

- 2.1 In each academy the Headteacher must approve **in advance** any Trust fundraising or external fundraising (conducted during usual school hours or where the Trust may be associated with or reasonably assumed to be associated with the external fundraising conducted by staff:
- 2.2 The Trust will only support fund raising for charities with a registered charity number.
  - 2.2.1 within the premises or within the immediate vicinity of the premises of Impact Education Multi Academy either on behalf of Impact Education Multi Academy or on behalf of external organisations,
  - 2.2.2 by students, teachers, parents and any external organisations if the fundraising is to be conducted on behalf of Impact Education Multi Academy Trust, or might be reasonably assumed by others to be on behalf of or associated with the Trust.

### **3 Criteria for approval of Trust fundraising and external fundraising**

- 3.1 Trust Fundraising and external fundraising by academy staff must be approved by the Headteacher, in writing (email is sufficient) before those fundraising activities commence, according to the following criteria:
- 3.2 Submissions to the Headteacher in writing of the proposed Trust fundraising / external fundraising, which should include the following detail:
  - 3.2.1 Declaration of any interest in a particular charity for which either Trust fundraising or external fundraising is proposed at the point of a request for approval.
  - 3.2.2 Purpose of Trust fundraising or external fundraising and the destination of funds donated must be communicated at the outset of the project. It is a legal requirement that any funds raised must only be used for that particular cause;
  - 3.2.3 For Trust fundraising, details of any costs that will be incurred to raise the funds (eg. purchase of equipment & resources) and how the costs will be met (eg. from funds raised, or from another source eg. use of existing school property/school funds).
  - 3.2.4 Identification and completion of any necessary Risk Assessments
  - 3.2.5 Timescale
  - 3.2.6 Insurance
  - 3.2.7 Registered charity number

### **4 Funds Raised**

- 4.1 All staff or volunteers carrying out fundraising activities are expected to act with fairness, honesty, integrity and openness
- 4.2 All funds collected by Trust fundraising which are received must be given to the Trust finance office to be recorded, so that they are counted and banked in accordance with the recognition of income finance procedures and a cheque will be issued to the intended beneficiary of the Trust fundraising in accordance with the recognition of payments finance procedures.

### **5 Student & Staff Involvement**

- 5.1 No undue pressure should be placed on students or staff to donate to a particular charity/charities or to apply undue pressure to their families to do so.
- 5.2 Staff must not use their influence over students of the Trust to persuade them to take part in Trust fundraising or external Fundraising.
- 5.3 Students must not be asked to take part in door to door or street collections without approval by the Headteacher and, where appropriate, approval and or accompaniment by a parent/guardian or staff member.

### **Miscellaneous**

- 5.4 Staff undertaking Trust fundraising or external fundraising shall adhere to all policies and procedures adopted by the Trust.
- 5.5 Staff must not exploit Trust fundraising or external fundraising for personal gain.
- 5.6 All funds raised by Trust fundraising will be used for the purpose for which they were raised and within a set timeframe
- 5.7 In case of a cancellation of an event arranged as part of Trust fundraising, details of alternative arrangements to repeat/replace the event will be published.
- 5.8 Publicity and promotional activities of Trust fundraising and any external fundraising to which the public may consider that the Trust is affiliated are to be transparent.