

Donations Policy

The Crescent Primary School



Approved by:	Governing Body- FGB	Date: 12/03/2025
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Last reviewed on:	28/02/2025	Responsibility: Governors
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Next review due by:	11/03/ 2026
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At the Crescent Primary School fundraising is seen as a legitimate means of improving the school's ability to purchase goods, equipment or services, which can be used to achieve the aims set out in the School Improvement Plan (SIP). Our fundraising approach is to act fairly, transparently and ethically, and in line with The Code of Fundraising Practice.

Donating money or equipment, or actively raising funds is a positive way for the public to support the school. This policy should be adhered to by all those involved in soliciting and raising funds on behalf of the school.

Donors' rights

On request, donors and prospective donors are entitled to the following:

- Confirmation of the school's charitable status;
- The name of those in positions of fundraising leadership and those on the governing board.

The school will take account of the needs of donors who may be vulnerable or need additional support to make an informed decision about a donation. The school will not take advantage of credulity, lack of knowledge or the apparent need for support or vulnerable circumstance of any donor.

Upon request, donors and prospective donors are entitled to know whether an individual soliciting funds on behalf of the school is a volunteer, employee or contractor working for a paid third-party organisation. Donors are also entitled to know whether the individual is receiving remuneration for fundraising.

If a donor requests to remain anonymous, their privacy will be respected.

Donors will be treated with respect – every effort will be made to honour their requests regarding the frequency of fundraising solicitations and the format these solicitations take.

Donors' personal data that is obtained for the purpose of fundraising solicitations will be processed, stored and accessed in accordance with the school's Data Protection Policy.

If donors or prospective donors request to opt-out of receiving promotional fundraising materials or from the processing of their personal data, the request will be honoured, and no further communication will take place.

If circumstances change, donors may request the repayment of part or all of their donation. It is for the governing body to decide whether a donation will be repaid

Upon request, donors and prospective donors are entitled to receive a copy of this policy and summaries of the most recent annual reports

Soliciting funds

Publicity and promotional activities will be truthful, provide an accurate description of the activities and intended use of donated funds, and respect the privacy of those who benefit from the activities.

The school will obtain written consent before distributing promotional fundraising material. Donors and prospective donors will be provided with an option to opt-out or to withdraw consent for either receiving or being included in promotional materials

The school's fundraising materials:

- Will not be indecent, offensive or carry intent to cause distress or anxiety;
- Will not contain copyrighted material, watermarks or other intellectual property without the owner's permission;
- Will disclose confirmation that the school is a charity registered in England and Wales and the school's charity number;
- Will disclose the school's registered name and full contact information for the school and department involved;
- Will not imply that funds are being raised for a specific purpose if this is not the case;
- Will be clear on whether funds are being raised for the school or another purpose, and in what proportions;
- Will be legal, honest and truthful and in compliance with the rules outlined in Committee of Advertising Practice Code and Broadcasting Committee of Advertising Practice (BCAP), as appropriate;
- Will not be misleading, e.g. due to inaccuracy;
- Will not cause offence on the grounds of race, age, religion, sex, or disability

The school will not solicit funds:

- From individuals who have clearly indicated that they do not wish to engage in the activities;
- If it has reasonable grounds for believing an individual is in vulnerable circumstances and is unable to make an informed decision to donate;

Accepting, declining or repaying funds

The ultimate decision for accepting, declining or repaying funds raised lies with the governing body when the sum is above £1000. The governing body will act in the best interests of the school when deciding to accept or refuse a donation. If funds are raised or donated for purposes that are not consistent with the aims of the SIP, the school will decline to accept them. The school will take the appropriate due diligence steps to confirm the identity of donors and any source of funds, which include:

- Requesting two forms of ID from the donor;
- A letter confirming the source of funds.

For a donor proposing to donate a sum that exceeds £5,000, the school will take the following steps in advance of the donation being accepted:

- Establish whether there are any potential risks to the school's reputation;
- Determine what pay arrangements are proposed and whether they raise concerns about the source of funds;
- Record the terms of the donation in a formal agreement.

Consideration will always be given to whether any donation is involved with or linked to a suspicious transaction.

Donations will be accepted electronically or via cheque.

The governing body may decline a donation if it believes it:

- Creates unacceptable conflicts of interest;
- Exposes the school to undue adverse publicity or reputational risk;
- Causes other damage, including financial damage e.g. by deterring other donors;
- Involves concerns about the legality of the source of funds or the ability to identify the donor;
- Involves a suspicious transaction, e.g. a fee is requested to release the donation;
- Will not contribute to the aims of the school's SIP;
- Consists of goods, property or services which the school cannot lawfully use;
- May require action that is potentially illegal;
- Is dependent on the fulfilment of unacceptable conditions applied by the donor, e.g. conditions which would place the assets of the school in inappropriate risk;
- Harms the school's relationship with other stakeholders.

Donations will not be accepted if either the school or governing body suspects a prospective donor lacks capacity to make an informed decision about a donation. The school will return any donations by donors who the school believes lacked the capacity to make an informed decision at the time of donating.

If circumstances change and the donor requests the repayment of part or all of a donation, the ultimate decision lies with the governing body

Donations must not be returned unless there is a legal obligation to return it, e.g. the conditions attached to the donation require the return of the donation in certain circumstances.

Donations will only be refunded in line with school policies or in exceptional circumstances. Where it is not lawful to return a donation, the school will take advice from legal advisers before doing so.

Funds raised

All funds raised are given to the finance officer to be recorded, counted and banked.

All funds raised will be counted by two different people, one of which will be the Finance Officer, to ensure accuracy.

All funds will be used for the purpose for which they were raised and within the timeframe that is agreed. If a fundraising event is cancelled, donors will be informed and asked to agree to a change of use of funds or timescale, or to a repayment of funds.

Complaints

Any concerns regarding the school's fundraising arrangements will be discussed initially with the finance officer.

When dealing with complaints, the school will ensure these are:

- Investigated thoroughly and objectively to establish the facts.
- Responded to fairly, proportionately and appropriately.

Members of staff and volunteers reporting any concerns they have regarding the school's fundraising procedures will be directed to the complaint procedure.

Table of Changes	
Year	Changes
2025	None