



Donations to Charity Policy

Introduction

This policy replaces any previous policy and follows the DfE regulations and those issued by the London Borough of Harrow. All members of staff are affected by and expected to adhere to this policy.

In line with the college's Equal Opportunities and Special Educational Needs policies, we aim to give all students equal opportunities to take part in all aspects of college life, as far as is appropriate, practicable and compatible with giving regard to health and safety and the efficient education of other students.

This policy takes account of the Government's aim for children to have the support they need under Every Child Matters:

- to be healthy
- to stay safe
- to enjoy and achieve
- to make a positive contribution
- to achieve economic well-being

The policy will follow the five principles of the Children's Plan:

- to support parents and families
- to allow children to reach their full potential
- to enable children to enjoy their childhood whilst preparing for adult life
- to provide services in response to children and family needs
- to use preventative measures to help students avoid the possibility of failure

This policy is founded in the College's commitment to the development and maintenance of good behaviour and a positive and inclusive ethos for all members of the College community. It reflects the College's commitment to encourage and reflect diversity in all aspects of college life.

Foreword

Rooks Heath College is a mixed 11 to 18 multicultural comprehensive in the London Borough of Harrow. This policy is formulated by the Director of Business and is monitored by other members of the college's Leadership and Management Group. The policy is subject to review every 3 years by the college's Leadership and Management Group and is subject to approval by the governors of the college.

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Choosing a charity for the college to support

Details of possible charities to be considered will be submitted initially to the Finance Manager on a Charity Nomination Form (Appendix A). Students must declare any connection, including any familial or financial interest, in any charity nominated on the Charity Nomination Form. Charities must be registered and should be inclusive, supporting all those in need without partiality or discrimination. The Finance Manager will check the status and credentials of the charity before making a recommendation regarding approval to the Director of Business. Approved Charity Nomination Forms can then be submitted to the College Student Council at the beginning of each college year. The Director of Business will advise the Headteacher / Chair of Governor's Group of nominations as appropriate.

Under the guidance of staff involved, the student members of the Council will decide which three charities are to be supported on a termly basis / throughout the year. The College Student Council will report in their minutes which three charities were chosen, and the reasons for the choices.

Organising an event to support a chosen charity

The organisers will complete the Charity Collection Agreement Form (Appendix B). This form will outline the method(s) of fundraising. Consideration should be given to (for example):

- securing the time of an appropriately qualified member of staff to supervise any food preparation
- how the sale of any food / drink will support the Healthy Schools ethos
- ensuring the sale of any food / drink will not be in direct competition with contracted catering services (a breach of this agreement may result in a charge being made to the College)
- ensuring that fundraising does not adversely affect the health and safety of college users

The Director of Business will be notified of every charity collection through the Charity Collection Agreement Form (Appendix B) by the (staff) organiser of the collection. The Director of Business will advise the Headteacher / Chair of Governor's Group of fundraising as necessary. Anybody has the right to raise concerns about a particular charity collection and the Governing Body retains the right to veto any such collection.

Once Charity Collection Agreement Forms have been approved, the three chosen charities and fundraising events will be publicised by the staff and students involved in the college Newsletter 'Voices' along with the reasons why they were chosen. By concentrating on these agreed charities we hope to work together as a college to raise funds for the chosen charities and to raise awareness of the work that the charity is involved with. Collecting for a variety of good causes simultaneously may reduce the effectiveness of the process and may cause resentment. It will take a whole term to publicise a cause correctly and spread out collections so that all year groups get involved in different activities, e.g. cake sales, collections, old toys and games sales, competitions, etc. It also helps to ensure that a variety of different causes are given due consideration.

Routine traditional collections

The college has been involved in collecting for traditional annual charity events for many years. These include RNLI, Remembrance Day / 'Poppy Day', Marie Curie. These collections will continue in the usual manner for a specific period of time under the control of the Finance Office. A collection tin will be placed in the staff room and reception area.

Emergency Disaster Funds

Unexpected disasters, e.g. earthquakes, hurricanes, that occur during the year will be considered for collection by the College Student Council. Charities must be registered and should be inclusive, supporting all those in need without partiality or discrimination. When suggesting a collection students and staff must declare any familial connection or financial interest in the charity to the Student Council and notify the Director of Business of their interest in it. Following their agreement the details will be publicised in 'Voices', announced in assemblies and any appropriate posters will be displayed. The same procedure for collecting for a termly charity will be followed for a specified limited timescale.

Authorised collections

Anyone interested in raising money for charity will see the Finance Manager and refer to this policy for guidance.

All collections / events must be approved and agreed in advance as per procedures in this policy. Events must not contravene other college policies or procedures.

Collection forms must be approved by the Finance Manager and Director of Business.

The Head of Sixth Form or appropriate Director(s) of Learning must agree to support each collection.

All collections / events must be agreed with the Deputy Head – Pastoral who will ensure that publicity and support for events are appropriate.

The college will not be involved in collecting charitable donations from the general public outside the college. Collections cannot be made for the financial benefit of any individual.

The Finance Manager will provide a full list of supported charities to the Governing Body at the end of each academic year.

College Charity Pack

A Rooks Heath College Charity pack is available in the staff resource area to assist staff organising a collection. This provides access to the Charity Policy, Charity Collection Agreement Form (Appendix B), Charity Organiser Certificate (Appendix C) and Charity Collectors Card (Appendix D).

Procedure for collecting for charity

1. A member of staff will be nominated to oversee the organisation of the event /collection.
2. The nominated member of staff and the students will meet with the Finance Manager to submit their proposal and provide the following details on the Charity Collection Agreement Form (Appendix B):
 - a. The name of the charity involved and reasons for choice.
 - b. The names of the students who will be directly involved in the collection.
 - c. The names of any staff helping to organise the collection.
 - d. The dates, times and locations of collection.
 - e. The date when funds will be counted, the total agreed and money made ready for banking.
 - f. The method of collection by:
 - i. tutor group
 - ii. year group
 - iii. visiting classrooms
 - iv. collections in assemblies
 - v. collections in reception / staffroom
 - vi. collections at breaks or lunch times
 - vii. specific events e.g. sale, sponsoring, or mufti.
3. If not already vetted and approved, the Finance Manager will check the current status of the charity, i.e. registered number, address and contact details, and whether concerns over the charity's activities have been raised with or by the Charities Commission, raising any concerns with the Director of Business. The Director of Business will bring the proposed charitable activity to the attention of the Headteacher / CoG group as appropriate.
4. The students and staff involved will contact the charity to obtain promotional material and literature to be used in conjunction with the College Charities Pack.
5. A group of students will be nominated to be responsible for advertising specific charity events or collections through banners or posters throughout the college. The member of staff overseeing the collection and the Deputy Head (Pastoral) will ensure that posters etc. are appropriate.
6. Official name tags displaying the college logo and identifying the charity involved will be worn by all students involved in collecting.
7. Whenever possible, donations should be collected in recognised charity boxes, e.g. RNLI, Remembrance Day, Marie Curie.
8. All containers will be sealed with official green sticky tape.
9. All containers will be clearly labelled with the name of the charity and their registered number.
10. All students involved in collecting money in containers will agree to behave in an appropriate manner. They will not put fellow students or staff under undue pressure or cause discomfort by shaking tins or singling out individuals to try to persuade them to contribute.

11. Sealed containers must remain sealed with green sticky tape until the contents are emptied into the safe.
12. All donations collected daily will be emptied into the college safe by finance staff for overnight storage. (Insurance will not cover money which is not stored appropriately). Empty containers will then be collected from the reception office staff each day for the duration of the collection.
13. Any donations stored in the safe will be kept until the agreed date to count the funds.
14. On the agreed counting date one member of staff will be available to count the contents and officially record the amount, along with a minimum of two students who have been involved in the collection process.
15. The Finance Manager must be advised of all the relevant details and be assured that the correct procedure has been followed.
16. The Finance Manager will arrange for a letter to be sent to the relevant charity along with a cheque / paying in receipt copy for the total donation, asking for confirmation of safe receipt.
17. A group of students will be nominated to be responsible for removing any banners or posters that were used in advertising the events or collections throughout the college.
18. The member of staff overseeing the collection is responsible for ensuring that the total amount collected is recorded and published in the weekly staff bulletin, the college newsletter 'Voices' and on the college website.
19. The member of staff overseeing the collection is responsible for ensuring that reward points are recorded for students involved in organising events /collections. A Charity Organisers certificate may be used where appropriate (Appendix C).

Charity Nomination Form

Charity name:

Charity number:

Nominated by (names and tutor groups):

Reasons for nomination:

Please disclose any connections to the charity including familial and financial:

Finance Manager's comments and recommendation:

Finance Manager – sign and dated:

Director of Business approval: Yes / No

Director of Business – sign and dated:

Director of Business – inform Headteacher / Chair of Governor's Group:

Student Council endorse as one of three chosen charities: Yes / No

If not endorsed as chosen charity, please indicate if Emergency Disaster Fund appeal: Yes / No

Date of Student Council Meeting (please attach minutes):

Form and minutes to be returned to the Finance Manager.

Charity Collection Agreement Form

Name of member of staff appointed to oversee the organisation of the event /collection:

Names of other staff involved:

Names and tutor groups of the students who will be directly involved in the collection:

Name of the charity and charity number, and reasons for choice:

The planned dates, times, and locations of collection:

Method of collection, (please tick):

tutor group

Details of fundraising e.g. sales or mufti:

year group

visiting classrooms

collections in assemblies

collections in reception

collections at breaks or lunch times

Member of staff who will supervise any food preparation: _____

Agreed date for counting: _____

A group of students have been nominated to be responsible for removing any banners or posters that were used in advertising the events or collections throughout the college:

Arrangements approved by Director of Business: _____

Support from Head of Sixth Form / Director(s) of Learning agreed: _____

Agreed with the Head of College Pastoral: _____

Approved by the Finance Manager: _____

Name tags and labels identifying the charity involved must be worn by all students involved in collecting. Donation boxes will be sealed with green tape and money will be stored in the college safe until the date agreed to count the funds.

All students involved in collecting money in containers agree to behave in an appropriate manner. They will not put fellow students or staff under undue pressure or cause discomfort by shaking tins or singling out individuals to try to persuade them to contribute. The college will not be involved in collecting charitable donations from the general public outside the college.

CHARITY
ORGANISER



This certificate is awarded to:

STUDENT NAME

in recognition of a valuable contribution to
help raise funds for charity

Headteacher

Date

Appendix D

RHC Charity Collectors Card



Student details: _____

Charity name: _____

Coll. start date: _____ / **end date:** _____

Member of staff in charge:

RHC Charity Collectors Card



Student details: _____

Charity name: _____

Coll. start date: _____ / **end date:** _____

Member of staff in charge:

RHC Charity Collectors Card



Student details: _____

Charity name: _____

Coll. start date: _____ / **end date:** _____

Member of staff in charge:

RHC Charity Collectors Card



Student details: _____

Charity name: _____

Coll. start date: _____ / **end date:** _____

Member of staff in charge:

RHC Charity Collectors Card



Student details: _____

Charity name: _____

Coll. start date: _____ / **end date:** _____

Member of staff in charge:

RHC Charity Collectors Card



Student details: _____

Charity name: _____

Coll. start date: _____ / **end date:** _____

Member of staff in charge:
