



Tatworth

Primary School

DONATIONS POLICY

Ratified by:	Full Board of Directors
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POLICY REVIEW INFORMATION

Date	Amendments
September 2019	Gifts and Hospitality Policy incorporated within new Donations Policy
September 2020	No amendments

Donations Policy

The Board of Directors of Tatworth Primary School welcomes external donations, gifts and sponsorship that promote the objectives of the Trust and help to provide a high quality education to our pupils. This Policy sets out the framework for the acceptance and management of donations to Tatworth Primary School.

The principle of integrity requires that staff, volunteers and governors at Tatworth Primary School should not place themselves under an obligation that might influence, or be perceived to influence, the conduct of their duties. This means that the receipt of hospitality, gifts and donations must be subject to clear restrictions and they are appropriately declared and recorded.

The purpose of this policy is to establish procedures for the acceptance, recording and acknowledgements of gifts and donations of goods and services and will ensure transparency and safeguard staff, volunteers and governors from any misunderstanding and criticism. Gifts can only be accepted in the circumstances as detailed in this guidance.

It is inappropriate other than in exceptional circumstances, for gifts to be given from the resources of Tatworth School to an individual or organisation outside of the school. It will be for the Headteacher to decide whether there is an appropriate organisation case for offering a gift.

Definitions

What is a donor?

A donor is a person or firm that voluntarily provides support, in the form of money, goods or services, to the school to assist in the delivery of a project, purchase of materials or for an event or activity to take place. Generally, donations are irrevocable, and, beyond possibly stating how they should be used, the donor does not impose contractual requirements or subsequent reports as a condition of the donation. The School may accept donations as 'sponsorship' with a reciprocal obligation involved (eg in return for publicity, reports or return visits) or a 'gift' with 'no strings attached', and both are referred to as 'donations' in this policy.

Generally, where a service is provided, or a gift is donated (in the form of goods eg an adhoc donation of a box of chocolates for a raffle prize, or materials for a project), of estimated value totalling £100 or less (e.g.) it is regarded as minor support and not recorded on the donations register or financial systems.

What is a gift?

A gift is any item or service that you receive free of charge. It also includes any goods or services which you personally are offered at a discounted rate or on terms not available to the general public.

What is hospitality?

Hospitality is the offer of food, drink, accommodation or entertainment or the opportunity to attend any cultural or sporting event on terms not available to the general public.

Principles

The Governing Body welcomes support from individuals and businesses for the school in order to deliver our ambition to “Love Learning, Work Together, Achieve and Shine”.

In order to achieve this, our overarching principles in considering offers of support or requests for sponsorship are that:

- there should be an educational benefit for the children
- the aims of the school should not be compromised
- children should be treated fairly; whilst children with particular characteristics may specifically benefit, no child should be discriminated against or given an unequal advantage as a result
- applications for sponsorship worth more than £100 should be considered by the Governing Body, who will have the final decision, unless time is of the essence in which case the decision will be delegated to the Headteacher
- correct procedures are followed where money or goods are received, as in line with our existing financial procedures. All receipts to be reported in the Governors’ Annual Report
- parents or small local businesses should not feel pressurised to make donations or provide sponsorship
- in receiving donations or sponsorship the School gives no endorsement of products or services
- staff time is not significantly used to pursue sponsorship links

Donations will be accounted for so that their receipt and subsequent expenditure or transfer to other funds can be readily identified and reported.

Procedures

Offers of Donations

Offers of donations made to individual trustees or staff should be referred to the Headteacher and the Chair of Governors in the first instance.

The Headteacher will determine whether the donation is consistent with the Trust’s objects as defined in its Articles of Association.

Where a donation exceeds £100, in order to create a clear audit record donors should be requested to give written details of their donation/gift, the fact that it has no conditions attached (where relevant), their estimation of the value (where relevant) and when the school will receive the donation/gift. A form will be available for this purpose.

Where there are conditions attached these should be clearly set out in writing by the donor – i.e. donation towards outdoor play area equipment.

Reasons for Declining Donations

An offer of a donation must be declined if one or more of the following conditions exist:

- The donation has conditions attached that are inconsistent with the Trust's objectives;
- The donation has conditions attached that are inconsistent with procurement best practice or legislation;
- The donation has conditions attached that are inconsistent with the principle that a donation is a contribution that voluntarily transferred by one person to another without compensation or benefit flowing from the giver to the receiver.
- The source of the donation or its intended purpose are inconsistent with the characteristics of the Academy Trust or are likely in the view of the Trust to draw adverse publicity for the Trust or to bring it into disrepute.

Recognising Donations

Wherever possible donors will be thanked through the school newsletter as a minimum. Collective small donations will be recognised but individual donors are unlikely to be mentioned individually. Larger donors will receive specific thanks in the newsletter and in a personal letter from the school and may also be recognised in additional ways (for example through having their name on a permanent plaque, on a programme, in a press release, or on equipment). The level of recognition is likely to correlate to the level of the donation.

Sponsorship

In seeking donations or sponsorship where significant sums of money are involved (more than £500) it is preferable to approach multinational firms or large companies rather than parents or small, local businesses who may feel pressured to provide funding they cannot easily afford.

Wherever possible it should be directors or volunteers, rather than staff, who actively seek sponsorship in order to ensure that core teaching functions are not affected by peripheral activities. There should be clear understanding by all involved of what funds are required, the content of this policy and what type of approach is agreed. All approaches to firms should be open and honest and should reflect well on the school.

Care should be exercised when dealing with approaches from parents to ensure that the school is always seen to be acting fairly and equitably irrespective of any sponsorship which is made.

We will not seek or accept offers of sponsorship from firms marketing tobacco or alcohol or from firms whose main business is the provision of financial advice.

Sponsorship using the school in advertising material

Sponsorship should be sought towards specific projects, activities or equipment so that donors can see the result of their funding. Offers of support are welcome but we will not allow the school to be used as a means of advertising unless the Board of Governors and Headteacher have specifically agreed that reference may be made to the school. In this case, the wording to be used should be

approved by the Headteacher and, if donors wish to use photographs, quotes or pupils work in their promotional material, the Headteacher must agree and parents must be given the opportunity to 'opt out'.

Advertising through use of curriculum materials/schemes

Care needs to be exercised when using materials which carry sponsors' names and information about particular products. Teachers should use their discretion in this. Children and parents must not be made to feel under any pressure to buy a specific product or shop at a specific outlet. This will be made clear to children when such schemes are discussed.

In some instances, sponsors may wish to fund particular equipment, for example sports kit or IT equipment, which bears their logo. The Headteacher will decide whether this is appropriate.

Requests for Sponsorship from the School

Requests will be considered on individual merit by the Headteacher and Governing Body. Where it is agreed that the school will make a donation to an organisation this will be done through non - public funds and along general financial guidelines as set out by the LEA.

Gifts To Staff

A gift is something that is given to an individual, often in appreciation of the positive working relationship between staff and pupils. Staff may receive minor gifts and hospitality in a personal capacity (from adults or children), however gifts given for the wider benefit of the School, or which exceed £30, must be declared to the Headteacher as they may be considered to be the property of the School and recorded in accordance with this policy.

- i. You must not accept cash, or personal gifts with a significant monetary value, under any circumstances, although items of nominal value (approximately £30 or below) or free promotional pens, calendars, diaries or similar items may be accepted.
- ii. You must not accept gifts or hospitality offered to your husband, wife, partner, family member or friend
- iii. You must not accept gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited or during the tender process.
- iv. You must not accept lavish or extravagant gifts or hospitality, even if they relate to activities in your own time.
- v. Gifts which are intended for the School as an academic body can be accepted but must not be retained by the individual who receives them. Such gifts should be deposited with the Headteacher for use by the School.
- vi. Personal gifts may not be solicited under any circumstances.
- vii. When you have to decline a gift, you should be courteous but firm, and draw the attention of the person making the offer to the existence of this policy and the UK Bribery Act 2010.
- viii. All gifts received over the value of £30 must be recorded in the gifts and hospitality register, which is maintained by the School Accountant.

Gifts from the School

The School may occasionally wish to purchase a gift for a member of staff or other person who has contributed to the school. Reasons for such a purchase might include a 'thank you' to volunteers or to staff who perform duties above and beyond their remit; illness; upon the birth of a baby; or similar reasons as agreed with the Headteacher. Such gifts will usually comprise a fruit hamper; chocolates; flowers or a gift token.

Leaving presents for staff are funded by private donations, no public funds are used.

Supplier Gifts

Any item, gifts or donations from suppliers or business associates of the school is deemed to remain the property of the School and must be given in at the school finance office for use by the School. It is the decision of the Headteacher to decide on the delegation of the resource.

Hospitality

Staff must never accept lavish hospitality that could be interpreted as a way of exerting an improper influence over the way you carry out your duties. Nor should staff offer such hospitality to others on behalf of the School. As a general rule, you should not accept hospitality that the School would not reciprocate in similar circumstances. If necessary, you should pay your share of any costs and claim these in the usual way.

You may accept modest working meals and light refreshments without making any declaration. You may also accept appropriate hospitality where you are representing the School in the community or at a relevant course or conference.

What would happen to me if I didn't follow the guidance?

The School will take disciplinary action against you if you failed to follow the guidance. It is also a criminal offence to demand or accept a gift or reward in return for allowing yourself to be influenced as a part of the School. This means you could be prosecuted by the Police.

Appendix 1

Maintaining records

The School will maintain a donations register for all donations which are outside the normal fundraising activities of the school. This will be in the form specified below. Copies of letters supporting donations included on the register will be retained with the register.

The Board of Directors (or a committee of) will receive updates of the donations register and where conditions are attached will receive updates on the completion of those conditions.

Date the offer was made	Person / Organisation making the donation	Donation offered (cash/asset/service)	Conditions Attached	Value / Estimated Value (£)	Accepted / Refused
<i>01/01/2000</i>	<i>J Smith</i>	<i>Cash</i>	<i>Outdoor play equipment</i>	<i>£200</i>	<i>Accepted</i>