

## DONATIONS POLICY

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 Co-ordinator: Andy Fisher

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### Rationale

Sandwich Technology School gratefully receives donations, which advance the objects of the school. Donations and sponsorships can be important sources of funding and the school welcomes cooperation with individuals and businesses in the pursuit of shared values. However, the integrity of the school must not be compromised as a result of such donations.

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### Purpose

Donations and other income enable Sandwich Technology School to undertake its charitable purpose of education. Secure and diverse funding enables Sandwich Technology School to protect its reputation and operate effectively. Funding may be unrestricted or tied to specific projects. Care should be taken to ensure that the portfolio of income received for capital or revenue funding does not result in undue influence over Sandwich Technology School's strategic direction or educational work.

Sandwich Technology School must not risk jeopardising its reputation for honesty, independence, integrity and professionalism. Its reputation could be compromised if funding should be received from sources that were perceived to be pursuing activities inconsistent with the Governors' strategic plan.

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### Implementation (Roles and Responsibilities)

It is Sandwich Technology School's policy to accept donations from any source, whether monetary or in kind, provided that acceptance will not:

- cause significant damage to Sandwich Technology School's integrity, public image or professional reputation;
- negatively impact on the work of Sandwich Technology School;
- impair Sandwich Technology School's independence to pursue the Governors' strategic plan.

Appropriate care to protect the reputation of Sandwich Technology School should always be taken.

This Policy applies to all donations to Sandwich Technology School, of any type or size, including those in money and gifts in kind, and from any source whether directly solicited or not. All gifts will be subject to due care and attention.

Scrutiny of donations is generally only to the first donation from any source and is only re-applied to repeat donations when there is reason to believe that there is a change in the status of the donor.

Donations of any size are accepted where they are anonymous and Sandwich Technology School cannot identify their source.

Donations resulting from mass fundraising are accepted without scrutiny.

Donations over £5,000 are subject to review by the Headteacher. If judged necessary, the Headteacher will make a recommendation to the Governing Body in regard to gift acceptance or rejection.

Sandwich Technology School, in receiving donations over £5,000 from individuals, will consider:

- the nature of the contact and involvement we would have with the major donor and the nature of the project for which any donation is being offered;

- the degree to which the donor may seek to exploit the donation, for example: recognition and benefits, influence on strategy, naming rights, perceived endorsement by Sandwich Technology School;
- the extent to which our parents and other stakeholders are likely to find a relationship between Sandwich Technology School and the donor unacceptable.

Sandwich Technology School can receive donations from corporations and donors from the private sector. This does not imply any endorsement of an individual's or donating company's policies or record.

If there is a significant risk that receiving donation(s) from a particular source would impair Sandwich Technology School's integrity, public image and professional reputation from public association with the donor, then funding from that source must not be accepted. Any donation to Sandwich Technology School must be able to stand up to public scrutiny.

Any donations offered and then rejected will also be highlighted within Governing Body meetings and minuted for the record.

Governors and members of staff do not accept excessive, frequent or regular gifts, hospitality, awards, prizes or other benefits that might compromise their judgment or integrity. When considering whether to accept such offers, they consider whether they could affect their independence or cause concern that they might affect their independence. The school maintains a register of gifts and favours offered and whether these were accepted or rejected. Governors and members of staff are required to inform the school of such offers as they arise.

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#### **Links to other policies/documents**

- Anti-fraud Policy
- Financial Procedures Manual