



Cheadle Hulme School

ETHICS POLICY

ACCEPTANCE OF DONATIONS, ENDOWMENTS AND LEGACIES

Please also refer to Equality & Diversity Policy

Cheadle Hulme School welcomes gifts, from individuals, companies, foundations and other organisations, that support its strategic vision and which will benefit and enrich the School community. The School seeks to develop and maintain positive relationships with donors and potential donors based on openness, transparency and respect.

In order to ensure that the interests of both the School and donors are met, the School will have in place a number of procedures and safeguards designed to protect all parties. The School will:

1. abide by the Code of Ethical Fundraising* which make provision for exchange of information between donors and the School;
2. adopt Fundraising Practices* which include clear points of contact for donors and guidelines as to when donations might need to be approved by the Board of Governors;
3. comply with ethical and legal obligations and abide by the principles on which Cheadle Hulme School is founded;
4. ensure that the acceptance of any donation would not be unethical or have the potential to undermine the reputation of the School or provide improper personal benefit to any member of the School community;
5. respect donors' right to privacy and, wherever possible, their wishes in relation to the purpose for which any donation is used;
6. consider whether the acceptance of any donation would create any undue burden on the School's resources or limit its ability to acquire any future donations as a consequence;
7. ensure that any donation would not amount to sponsorship (see Sponsorship guidance*) which would result in the person/organisation receiving a benefit in return;
8. carefully scrutinising potential donations which involve the donor's name being attached to a building (or part of a building) or for an event, award etc and applying the Schools Guidance on Naming*;
9. identify whether gifts in kind are appropriate to the School's needs according to their nature, condition and other limitations attached to them;
10. reserve the right to refuse any donation.

In the unlikely event that any donor, or potential donor, wishes to make a complaint in relation to a donation or gift, the School's Director of Development & External Relations will respond promptly to resolve the matter. However, should the issue remain unresolved; it will be referred to the Head/Board of Governors.

* Available from the Director of Development & External Relations

Date of approval by Governors:

July 2015

Date of approval by Head and Second Master

July 2015

Proposed review date:

June 2016

Governor Group responsible:

Legal and Compliance

SLT member responsible:

Director of Development & External Relations

Relevant Procedure: