



**OAKLANDS CATHOLIC SCHOOL**  
**AND**  
**SIXTH FORM COLLEGE**

**With delegated responsibility from the**  
**Edith Stein Catholic Academy Trust**

**CHARITABLE ACTIVITIES POLICY**

<b>APPROVED BY ETHOS AND STRATEGY COMMITTEE</b>	<b>March 2021</b>
<b>SCRUTINISED BY SENIOR LEADERSHIP TEAM</b>	<b>February 2021</b>
<b>DATE LAST REVIEWED</b>	<b>February 2021</b>
<b>MEMBER OF STAFF RESPONSIBLE</b>	<b>DIRECTOR OF BUSINESS AND FINANCE</b>
<b>STATUTORY / NON-STATUTORY</b>	<b>NON-STATUTORY</b>



Community

Unity



Opportunity

<b>Version Date</b>	<b>Section/ Page</b>	<b>Amendment</b>
February 2021	3.1.3 / Page 3	Addition of the tenants of the Catholic church
	3.1.5 / Page 3	Additional exceptional criteria added to cover charitable giving in the event of a death
	3.17 / Page 3	Additional clause added
	4.1.7 / Page 4	Oaklands Parents Association change to Oaklands Friends and Parents Association
	4.1.8 / Page 4	Reduction of non-uniform days to three

***“And do not forget to do good and to share with others, for with such sacrifices God is pleased.”***

***Hebrews 13:16***

## **1.0 Aim**

- 1.1 The aim of the Charitable Activities Policy is to outline the responsibilities, principles, example activities and governance of the support given to charities from activities undertaken on the school premises or in other places under the ‘banner’ of the Edith Stein Catholic Academy Trust trading as Oaklands Catholic School and Sixth Form College, hereafter referred to as the ‘School’.

## **2.0 Responsibilities**

- 2.1 The Trustees are responsible for ensuring that all support provided to other charities under the name of the School meets the guidelines set out by the Charities Commission and by the Education and Skills Funding Agency (ESFA). The Ethos and Strategy Sub-Committee, on behalf of the Local Governing Body and Trustees, will review the policy on a three yearly basis. The committee will also receive periodic reports on the charitable activities undertaken in the name of the Academy Trust and School to ensure the correct governance is in place.
- 2.2 The Headteacher is responsible for the day-to-day oversight and management of all charitable activities undertaken in the School or by Staff and Students off the premises and in the name of the School. The Headteacher is to ensure that guidelines set out by the Charities Commission and the ESFA are abided by and to seek guidance from the Chair of Governors if any activity may be regarded as contentious.
- 2.3 The Director of Business and Finance (DBF) is responsible for ensuring the appropriate levels of governance of all charitable activities is maintained. The DBF is to ensure that all monies received from activities and events is properly accounted for and disbursed to the charitable cause for which the fund raising was meant for once any justifiable expenses have been reimbursed to the School.
- 2.4 Lead Staff members who organise charitable activities are to ensure that sufficient time is made to plan the activity to allow for formal approval of the Headteacher and where necessary the Chair of Governors. They are to ensure that all monies raised for the particular charity are kept safe during the activity and given to the Finance Office for safekeeping in the safe. They are also to provide details of any School resources used in the charitable activity so that the appropriate costs can be recovered before disbursement to the charity.
- 2.5 The Finance Office is responsible for the safe custody, accounting and disbursement of all monies raised for charitable organisations. Receipts should be provided to members of staff or pupils handing in money and should be requested from the Charitable organisation to which monies are paid.

## **3.0 Principles**

- 3.1 The following principles should be observed by all representatives of the School when undertaking fund raising activities:
- 3.1.1 All proposed charitable activities must have the approval of the Headteacher, giving sufficient time to consult the Chair of Governors and/or Ethos and Strategy Committee before the event is advertised

- 3.1.2 No charitable activity or event should be organised or supported that may contradict the Catholic Ethos of the Academy Trust or School or the Tenants of the Catholic Church. If in doubt, the advice of the Headteacher must be sought before any further planning takes place.
- 3.1.3 All monies raised must be disbursed to the Charity for which the event or activity was promoted for, less any appropriate costs necessarily charged to the School.
- 3.1.4 No public funding remitted to the Academy Trust or School for the purposes of delivering education is to be given to other charitable causes save in exceptional circumstances such as a donation to chosen charities of Presentation Evening speakers in lieu of an attendance fee or the support of a charity following the death of a student or member of staff.
- 3.1.5 The school has to be realistic in terms of the number of charitable causes it can support.
- 3.1.6 The school may wish to hold events to raise money for a charitable fund. This money is to be used to support requests from charities in line with 3.13.

## 4.0 Activities and Events

- 4.1 The following provides examples of previously approved fundraising activities and are allowed to continue under the umbrella of the authority given by this policy:
  - 4.1.2 St John's Korogocho, Kenya – The main School charity which raises funds to pay for schooling, exams and uniform for children in the Korogocho region of Kenya who would otherwise not be able to afford to attend school. Activities specifically undertaken for this charity include:
    - St John's Week – which provides a weeklong focus to the School for fund raising activities for the main School charity.
    - Non School Uniform Days
    - House Fundraising days
    - Tutor Group fundraising to 'sponsor' a child
    - 'Bag Pack' events at local supermarkets
  - 4.1.3 Fairtrade – The School promotes the use of Fairtrade products and runs a weekly shop stall to allow staff and students to purchase Fairtrade items. It also has an educational purpose in teaching staff and students about the principles of Fairtrade in providing a fair remuneration for producers of products, particularly from third world countries. In particular the School will:
    - Support a Fairtrade Steering Group and ensure that Fairtrade is part of the School Improvement Plan.
    - Encourage the use of Fairtrade products wherever possible throughout the Oaklands Community.
    - Ensure learning about Fairtrade happens in a range of lessons and in whole school activities such as assemblies and Mass.
  - 4.1.4 Fun Friday – an event normally held every other year on the Friday of Challenge week to raise monies for a chosen charity with relevance to children. Past examples have been the Teenage Cancer Trust.
  - 4.1.5 Governors' School Development Fund – raises money to support major building and refurbishment projects. Money is raised through donations made by Parents through one off payments or monthly/periodic standing orders.

- 4.1.6 Oaklands Friends and Parents Association (OFPA) – raises money to support a range of School activities, equipment and other resources not readily available through the School Budget
- 4.1.7 CAFOD - the School supports activities organised locally, nationally and internationally by CAFOD, this includes alms giving through CAFOD fast days.
- 4.1.8 Non-uniform days - Students make a donation to wear their own clothes. There will be no more than three non uniform days a year. The majority of Money raised through non uniform will go to support recognised school charities or those identified under the Headteacher's discretion.
- 4.1.9 Miscellaneous events - on occasions students run events, for example raffles, sponsored events and cake sales for approved good causes.

4.2 All other new activities and events must be authorised by the Headteacher before any advertising or extensive planning is undertaken.

## **5.0 Headteachers' Discretion**

5.1 From time to time the school may be approached by other charitable organisations or their representatives. It will be for the Headteacher to decide which of these organisations the school shall support from the charitable fund.

## **6.0 Governance**

6.1 All charitable activities must be authorised by the Headteacher before they can take place.

6.2 The Chair of Governors must be consulted if any events or activities might be regarded as contentious or not complying with the Catholic ethos of the School.

6.3 The Ethos and Strategy sub-committee are to be informed periodically of the events that have been undertaken, amounts raised and confirmation that monies raised have been disbursed to the named charity.

6.4 All monies are to be paid into the Finance Office and accounted for as 'agency' monies i.e. they are not to be accounted for as income for the School but as monies held on behalf of a different organisation.

6.5 All monies raised for other charities must be disbursed to that charity as soon as reasonably possible, having ensured that any appropriate costs necessarily spent by the School in support of the activity or event have been recovered.

## **7.0 Review**

7.1 This policy is to be scrutinised by the Senior Leadership Team and approved by the Ethos and Strategy sub-committee of the Governing Body, on behalf of the Board of Trustees on a three yearly basis or as a result of any significant change to Charity legislation.