

# Charity policy

(Reviewer: JHB; August 2023, SMT August 2023)

The Chaplain oversees all charitable giving at the College including the selection of charities on recommendation of the Charity Committee.

## 1. Aim

The aim of our charitable activities is threefold:

- To support local, national and international charities in their work.
- To educate pupils and create habits that lead to a generous attitude in the giving of time, skills and money.
- To raise awareness of specific causes relevant to pupils and staff, and the communities to which they belong.

## 2. Charity Committee

The Charity Committee consists of the Head of College, members of staff as well as pupil representatives of each of the year groups Y5-U6th and is chaired by the Chaplain. The Charity Committee meets three times each year.

## 3. Selection and approval of Charities

The Chaplain needs to give permission for funds to be raised, or any other charitable initiative, within the College and in the College's name, usually following the recommendation of the Charity Committee. All charity initiatives that are advertised to pupils and parents need to be approved by the Chaplain. Permission should be sought for each academic year, thereby avoiding an accumulation of long-standing charity initiatives.

The suggestion of charities is open to any member of the Hurst community. Any UK registered charity may be proposed. These should be raised and discussed with the Chaplain or members of the Charity Committee. The Charity Committee decides on the charities which the College will support each year and term, as well as on an ad-hoc basis.

## 4. Handling of money and funds raised

All funds raised must go directly to a UK registered charity, either through the College charity account or through accredited fundraising platforms. No funds or monies should pass through a personal bank account, be given directly to a private individual or organisation, business or company. All cash must be given to the Chaplain for processing through the College charity account.

Private appeals for funding expenses cannot be supported officially by the College. For example, a student wishing to raise funds for an air fare to travel to a charitable activity overseas must raise their own funds privately.

We endeavour to move away from cash by using tokens, the College's e-payment system and contactless payment. We aim to claim Gift Aid on all donations when applicable.

## 5. Charity Days in the Junior and Senior Prep School

In the Junior and Senior Prep School, there will be two Charity Days each year, which are led by a nominated House and will raise funds for that House's nominated charity. This will include a range of fundraising events and education/raising awareness of the charity, which will include input from members of the House. It is not anticipated that there will be large scale fundraising events on these days and normally no disruption to the normal academic and co-curricular routine.

#### 6. Charitable giving in the Senior School

In the Senior School, it is anticipated that there is a small number of charities selected for the academic year. These charities tie in with the Whole School Overview, so that links can be made in assemblies and tutorials.

Alongside these whole-school charities, Houses and other groups will be able to support individual charities on an ad-hoc basis following a discussion with the Chaplain and members of the Charity Committee. No initiatives should be advertised without prior permission.

#### 7. The Charity Account

The charity account is administered by the Chaplain. The account is held on the College account system where it is audited under the College's financial programme. Details of the amounts raised annually are included in the Chaplain's Report to Governors.

