



Safeguarding and Welfare Requirement: Information Sharing

10.12 Fundraising Policy

The preschool is managed by a voluntary parent committee, and is a registered charity. We depend on government funding, parent fees and fundraising to run and remain financially viable. This fundraising activities will occur throughout the academic year, both for ourselves the preschool and other charitable causes. This policy looks at our philosophy and stance on fundraising activities both for ourselves and other charitable courses.

Policy Statement

Sennen Preschool management committee is committed to ensuring that any fundraising activities are carried out in an ethical manner. This philosophy applies to the management committee, permanent and bank staff, parents and volunteers alike.

The purpose of this policy is to identify the preschool's position on fundraising practice and to document the standards expected in raising funds from and for the community.

The preschool's guiding fundraising principle is a simple one - we will only use techniques that we would be happy to be used on ourselves.

In doing so, the organisation will adhere to the following standards:

- Fundraising activities carried out by Sennen Preschool will comply with all relevant laws.
- Any communications to parents and/or the public made in the course of carrying out a fundraising activity will be truthful and non-deceptive.
- All monies raised via fundraising activities will be for the stated purpose of the appeal and will comply with the preschool's stated mission and purpose.





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- All personal information collected by the preschool is considered confidential and will not be sold, given away or disclosed to any third party without prior consent.
- Nobody directly or indirectly employed by or volunteering for the preschool will accept commissions, bonuses or payments for fundraising activities on behalf of the organisation.
- No general solicitations shall be undertaken by telephone or door-to-door.
- A Fundraising Sub-Committee may be formed to carry out the major fundraising tasks. The Sub-Committee will report regularly to the full committee, including tabling of meeting minutes at full committee meetings.
- All fundraising activities must have the prior approval of the management committee, and will be recorded in meeting minutes.
- A statement estimating income and expenses will be prepared prior to the commencement of any new fundraising activity that may present a financial risk to the preschool. Fundraising activities will not be undertaken if they will expose the organisation to significant financial risk.
- Fundraising activities will not be undertaken if they may be detrimental to the good name or community standing of the preschool.
- Financial contributions will only be accepted from companies, organisations and individuals the management committee considers ethical.

A report on fundraising will be prepared by the fundraising sub-committee for inclusion in the preschool's annual report.

Procedures

The preschool is mindful of financial demands on families; as such we endeavor to ensure our fundraising is spread throughout the year, and are not repeatedly aimed at Pre-school parents and School parents.

- We aim to support other charities within our fundraising; we will nominate at least one charity/ charitable event each year. These will be publicised on our website,



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on our parent board and in our newsletters, so will be made known to parents and carers.

- Any donations will be on a purely voluntary nature, any coercion felt by any parent will not be tolerated, and will be considered a severe breach of conduct, and dealt with accordingly.
- The preschool reserves the right to cover certain charitable events throughout the year (without seeking donations), to develop children's awareness of others less fortunate of themselves.
- Annual fundraising events we hold are our handmade Christmas decorations and calendars.

Legal Framework

Code of Fundraising Practice: <https://www.institute-of-fundraising.org.uk/code-of-fundraising-practice/>

Charity Commission: <https://www.gov.uk/government/publications/charities-and-fundraising-cc20>

This policy was adopted at a meeting of Sennen and Land's End Pre-school

Held on (date)

Date to be reviewed (date)

Signed on behalf of the Committee

Name of signatory

Role of signatory (e.g. Manager)

