

Fundraising Code of Practice

This Code of Practice has been put together for use by Withington Girls' School and in particular its Development Office. Its purpose is to set out the principles by which Withington Girls' School and the WGS Trust will pursue and accept donations and also to demonstrate a commitment to ethical practices in relation to donors, so as to ensure openness, transparency and respect.

This Code covers four areas of activity:

- Fundraising Practices
- Acceptance of Gifts
- Donors' Rights
- Financial Accountability

A. Fundraising Practices

1. The Governors of Withington Girls' School will be responsible for agreeing the fundraising strategy.
2. All fundraising will be undertaken by the Development Office, Withington Girls' School, Wellington Road, Manchester M14 6BL or representatives and volunteers working on behalf of this office.
3. All fundraising undertaken by the Development Office shall be monitored and reviewed by the Board of Governors of Withington Girls' School and will adhere to the Fundraising Regulator's Codes of Fundraising Practice.
4. Fundraising solicitations on behalf of Withington Girls' School will:
 - be truthful
 - accurately describe the intended use of donated funds
 - respect the dignity and privacy of those who benefit from the School's activities.
5. Volunteers, employees and hired solicitors who solicit or receive funds on behalf of the School shall:
 - adhere to the provisions of this Code
 - act with fairness, integrity, and in accordance with all applicable laws
 - adhere to the provisions of applicable professional codes of ethics, standards of practice, etc.
 - cease solicitation of a prospective donor who identifies solicitation as harassment or undue pressure
 - disclose immediately to the School any actual or apparent conflict of interest; and
 - not accept donations for purposes that are inconsistent with the School's objects or mission
6. Paid fundraisers, whether staff or consultants, will be compensated by a salary, retainer or fee, and will not be paid finders' fees, commissions or other payments based on either the number of gifts received or the value of funds raised. Compensation policies for fundraisers, including performance-

based compensation practices (such as salary increases or bonuses) will be consistent with the School's policies and practices that apply to non- fundraising personnel.

7. The School will not sell or exchange its donor list.
8. The Governors will be informed at least annually of the number, type and disposition of complaints received from donors or prospective donors about matters that are addressed in these guidelines.

B. Acceptance of gifts

1. The ultimate responsibility to accept or decline a donation resides with the Governors.
2. Donations up to and including a total value of £10,000 may be accepted by the Development Director, who shall be accountable through the School's management structure to the Governors. Any gift over this value shall be referred to the Chair or Chair of the Finance and General Purposes Committee, who in consultation with the Headmistress, Bursar and Development Director, will accept or decline the donation on behalf of the Governors.
3. There is an obligation for the School to undertake a degree of due diligence when approaching potential donors or accepting donations, particularly for gifts in excess of £10,000.
4. Reasons for declining gifts. The School will only decline a donation if it is felt by the Governors or their delegated representatives that the gift:
 - Is inimical to the objectives of the School, its agreed policies or its beneficiaries
 - Would lead to a demonstrable net decline in the assets of the School or the Trust
 - Would create an unacceptable conflict of interest for the School
 - Consists of goods, property or services which the School cannot lawfully use, convert, sell or exchange in direct support of its charitable aims
 - Is dependent on the fulfilment of unacceptable conditions applied by the donor. For example, if the Governors believed such conditions would place the assets of the School or the Trust at an undue or inappropriate risk
 - Derives from a source or activity that was or is illegal or runs counter to the School's core values
 - May damage the reputation of the School or where offence to staff, pupils, parents or the general public may be caused.

C. Donors' Rights

1. All fundraising solicitations by or on behalf of Withington Girls' School will disclose the School's name and purpose for which the funds are requested. Printed solicitations (however transmitted) will also include its address or other contact information and details of the School's and/or WGS Trust's charitable status.
2. Donors and prospective donors are entitled to the following, promptly upon request:
 - the most recent annual report and financial statements;
 - confirmation of the charitable status of Withington Girls' School and the WGS Trust;
 - a copy of this Code
3. Donors and prospective donors are entitled to know, upon request, whether an individual soliciting funds on behalf of the School is a volunteer, an employee or a hired solicitor.

4. Donors will be encouraged to seek independent advice if the School has any reason to believe that a proposed gift might significantly affect the donor's financial position, taxable income, or relationship with other family members.

5. Donors' requests to remain anonymous will be respected wherever legally possible.

6. The privacy of donors will be respected. Any donor records that are maintained by the Development Office will be kept confidential wherever legally possible. Donors have the right to see their own donor record, and to challenge its accuracy. For further information see our [Fundraising and Development Privacy Notice](#)

7. Donors and prospective donors will be treated with respect. Every effort will be made to honour their requests to:

- limit the frequency of solicitations;
- not to be solicited by telephone, email or other mediums;
- receive printed material concerning the School

8. The School will respond within 28 days to a complaint by a donor or prospective donor about any matter that is addressed in this policy. The Development Director will investigate the complaint and will attempt to satisfy the complainant's concerns in the first instance. A complainant who remains dissatisfied will be informed that he/she may appeal in writing to the Headmistress, who will respond to this appeal within a further 28 days and will be advised of the disposition of the appeal. If a donor is dissatisfied with the outcome of the appeal they will be advised to refer the complaint to the Fundraising Regulator.

D. Financial Accountability

1. The School's financial affairs will be conducted in a responsible manner, consistent with the ethical obligations of stewardship and the legal requirements of national regulators.

2. All restricted or designated donations will be used for the purposes for which they are given. If necessary, due to programme or organisational changes, alternative uses will be discussed where possible with the donor or the donor's legal designate. If the donor is deceased or legally incompetent, and the School is unable to contact a legal designate, the donation will be used in a manner that is as consistent as possible with the donor's original intent.

3. All unrestricted or undesignated donations will be used to support the charitable objects of Withington Girls' School or of the WGS Trust.

4. Annual financial reports will:

- be factual and accurate in all material respects
- be prepared in accordance with generally accepted accounting principles and standards.

5. The cost effectiveness of the School's fundraising programme will be reviewed regularly by the Governors.