



DONATIONS POLICY

This Policy was approved by Governors in:	January 2026
This Policy was shared with staff in:	January 2026
Implementation of this Policy will be monitored by:	Head Teacher
Policy Review Date:	January 2026
Date for next Review:	January 2028

This policy is for all those donating their time or money, or actively helping to raise funds on behalf of the Poverest Primary School.

Fundraising and donations is a means of improving the school's ability to purchase goods, equipment or services beyond the London Borough of Bromley's statutory duties and is seen as helping the school to achieve its aims and meet the needs of its children.

Poverest Primary School must ensure that the best interests of the school are served when accepting or refusing a donation and that the origins of the funds are legitimate. In order to do this the school will apply the following principles before accepting a donation:

- Donations must be freely given with no expectation of anything other than thanks and/or recognition on the school website/social media or similar to be mutually agreed between the school and the donor.
- Poverest Primary will ensure that any fundraising undertaken and donations received comply with all other school policies (e.g., Data Protection Policy, Finance Policy) and all legal requirements are met (such as relevant bribery and charity laws).
- That the donation must be given in good faith to support the school's aims, values and strategic objectives.
- Donations will not be accepted if the gift is subject to conditions that would compromise the autonomy, integrity and reputation of the school.

DONATIONS

Donations may include financial contributions as well as products, services and time.

The school will adhere to the requirements of charity law and its constitution in relation to the acceptance of donations.

Significant Donations

A significant donation is any donation above £20,000/is material to the day-to-day operations of the school/may result in reputational risk/or, in the view of the Headteacher, should be treated as such.

Where a significant donation is a possibility, Poverest Primary School will:

- consider a range of information and undertake due diligence to ensure that:
 - the donation is in the best interests of the school. In particular, the source and the proposed purpose of the donation are consistent with its strategic and charitable objectives, its vision, mission and values
 - either the donation has no conditions or if there are any conditions linked to the support, they are explicit and regarded as reasonable and;
 - in no way breach the school's policies, procedures or processes, in particular its vision, mission and values
 - in no way breach relevant legislation or guidance
 - ensure all reasonable steps have been taken to make the school aware of the source of funding for each donation and is satisfied that the funds do not derive from activity that was, or is, illegal. The school will have regard to the Charity Commission's "Know your Donor" principles and will consider the "Know your Donor" questions found in Annex A which assist in:
 - identifying the donor
 - verifying the donor (where it is reasonable and necessary to do so)
 - knowing the organisation's/individual's business with the charity and having confidence they will deliver what the charity wants them to do, and
 - watching out for unusual or suspicious activities, conduct or requests
 - due regard has been taken of any reputational risk to the school which may arise from its acceptance of such a donation. •
- Advice will be taken from the Chair of Governors, London Borough of Bromley or legal advisors as necessary.

THE 'FRIENDS OF POVEREST'

The 'Friends of Poverest' is the school's PTA and is a registered charity (charity number 1163062).

APPROVAL OF DONATIONS

On a day-to-day basis the following approval system should be followed:

Charitable donation value	Pre-approved by
Up to £2000	Headteacher
Donations from charities, grant making organisations or philanthropic individuals up to £50,000	Headteacher
Donations from charities, grant making organisations or philanthropic individuals over £50,000	Headteacher, Chair of Governors, Resources Committee

The Headteacher will have final decision as to whether a donation, including a significant donation, is accepted, declined or returned.

If any member of staff is in any doubt about the procedure to follow, or whether a charitable donation should be accepted, then advice should be sought from the Headteacher in the first instance. If a staff member is asked to receive a bribe, or they believe or suspect that any bribery, corruption or other breach of this policy has occurred or may occur, they must notify the Headteacher or report it in accordance with the Poverest Primary School Whistleblowing Policy as soon as possible.

Donations will be accounted for so that their receipt and subsequent expenditure (or transfer to other funds) can be readily identified and reported. Monetary gifts will be recorded at value in the school's FMS system in the period in which they were received. Physical gifts in kind (over £50) will be recorded on the school's asset register and also, where appropriate, reported to London Borough of Bromley by the end of the financial year in which they were received. The value placed on physical gifts in kind will either be a reasonable estimate of their gross value to the school or, if donated for resale, the value actually realised.

COMPLAINTS AND RETURNS OF DONATIONS

Poverest Primary School will not normally return a donation which has been accepted in good faith and in accordance with this policy (in particular as the law prohibits the return in most circumstances). However, exceptional circumstances may give rise to the need to review the acceptance of a donation. Any decision to return donations should be a matter for the Governors Resources Committee on the recommendation of the Headteacher. The school or the governors may take legal advice before making any such decision.

Poverest Primary School will endeavour to respond promptly to a complaint by a donor or prospective donor about any matter addressed in this policy. Headteacher will attempt to resolve the complainant's concern in the first instance. If a complainant feels their concern remains unresolved, they may invoke the school's Complaints Policy.

DATA PROTECTION

Poverest Primary School will ensure that it complies with all relevant legislation including UK GDPR, Data Protection Act 2018 and (Data Use and Access) Act 2025.

All records created in accordance with the policy are managed within the school's Data Protection Policy.

RELEVANT LEGISLATION

Charity Commission for England and Wales, Tool 6: Know your donor.

Bribery Act 2010

Gift Aid Regulations

UK GDPR

Data Protection Act

Charities Act Charity