Fundraising Policy

Purpose

The purpose of this policy is to set out the principles and procedures governing all fundraising activities at Pavilion Pre-School (Aigburth) CIO. As a registered charity, we are committed to ensuring that all fundraising is legal, ethical, transparent, and in the best interests of the children, families, and community we serve.

Aims of Fundraising

Fundraising supports our charitable objectives by:

- Enhancing the quality of resources, facilities, and experiences for children.
- Supporting projects that benefit children's learning, development, and wellbeing.
- Enabling the preschool and clubs to remain accessible and inclusive for all families.
- Strengthening community involvement and promoting the Pavilion's values.

3. Legal and Ethical Framework

All fundraising at Pavilion will:

- Comply with the Charities Act 2011, Fundraising Regulator Code of Fundraising Practice, and relevant HMRC regulations.
- Reflect the Pavilion's ethos of honesty, inclusivity, and respect.
- Avoid any activity that could bring Pavilion or its charity status into disrepute.
- Ensure that donations are used for the purpose for which they were given.

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Responsibilities

- The **Committee of Trustees** has overall responsibility for fundraising governance, ensuring compliance with this policy and charity law.
- The **Operations Manager** (or nominated member) may plan and coordinate events, campaigns, and grant applications.
- The **Managers and staff** may support fundraising through communication with parents and community partners but must seek prior approval for any activity involving external promotion or public appeals.

Fundraising Methods

Fundraising may include:

- Community events (e.g. fairs, raffles, sponsored activities)
- Grant and trust applications
- Donations from individuals or local businesses
- Online fundraising platforms (e.g. JustGiving, Easyfundraising)
- Sales of goods (e.g. uniforms, cards, bake sales)

All fundraising methods must:

- Be safe and age-appropriate for children.
- Avoid pressure or undue influence on families to contribute.
- Be inclusive and affordable for all participants.

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Financial Control and Transparency

- All money raised will be recorded, receipted, and banked promptly in Pavilion's charity account.
- Separate records will be kept for each fundraising activity.
- Expenditure will be authorised in line with the Pavilion's Financial Controls Policy.
- The Committee will report on fundraising income and spending in the Trustees' Annual Report and at the Annual General Meeting (AGM).

Donations and Sponsorship

- Donations will only be accepted from sources consistent with the Pavilion's values.
- Any corporate sponsorship must be approved by the Committee to ensure it does not imply endorsement of inappropriate products or services.
- Donors may remain anonymous if they wish, but records will be kept in line with data protection requirements.

Data Protection

Personal data collected for fundraising purposes will be handled in accordance with the UK GDPR and Data Protection Act 2018. Information will only be used for the purpose for which it was collected and will not be shared without consent.

Safeguarding and Child Involvement

- Children's involvement in fundraising will always be voluntary, safe, and educational.

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- Activities will be planned to promote teamwork, empathy, and understanding of community values.
- No child will be individually identified or photographed for promotional purposes without parental consent.

Monitoring and Review

The Committee will review fundraising activities annually to ensure:

- Compliance with this policy.
- Effectiveness and community engagement.
- Opportunities for improvement.

Policy created: October 2025

To be reviewed annually or in line with any legislation changes.

Last updated: 05.10.26

Signed by Chair of Trustees:

Signed by Operations Manager: