



# DONOR CHARTER

P075v02  
Reviewed: Summer 2025  
Next Review: Summer 2026  
Person Responsible: Development Manager

# DONOR CHARTER

Gayhurst School is committed to prioritising the utmost care and respect for our friends and supporters. This Charter has been created to assure current and prospective donors of the integrity and accountability of our development programme.

Gayhurst is a truly special, happy and purposeful community, where children will benefit from an excellent foundation to learning and personal development in their formative years, preparing them suitably for many of the challenges they will encounter throughout their lives.

We welcome gifts from individuals and organisations that would like to support us in our strategic aims. In return, our commitment to value, respect and protect our donors is outlined in this charter.

Thank you for your support.

## We will:

- Commit to high standards and adhere to the Code of Fundraising Practice set out by the Fundraising Regulator.
- Fundraise only for purposes that align with the Trust's Articles of Association.
- Keep donors informed of the impact of their philanthropy and the evolving needs of the school.
- Allow donors to have access to the school's annual accounts, confirmation of charitable status and a copy of this charter.
- Ask you to seek independent advice about the potential effect on your financial position and tax liabilities. The school cannot give financial advice.
- Respect the privacy and anonymity of donors and prospective donors where requested. However, we may disclose details of any donor where we are required to do so by law, by any governmental or other regulatory body, or by order of a court.
- Manage our resources responsibly and consider the impact of our fundraising on our donors, supporters and wider public.
- Respond promptly to any complaint by a member of our community as laid out in our Fundraising Policy.
- Respect a donor's wishes for their donation to be used in a specific way, or for a specific purpose. They may make a restricted donation by providing written instructions with their donation.
- Fulfil our legal obligation to exercise due diligence (as outlined in this charter) when accepting donations.

## Guidelines for the acceptance of Gifts and Donations:

- The school will review gifts from all donors to ensure that they do not have any inappropriate influence on the school's decision-making processes.
- Gifts cannot be accepted in cash, and should be made electronically or by credit or debit card.
- The school may refuse a donation if the gift, or associated terms would:

- Be counter to the objectives or strategic aims of the school;
- Require action that is legal or unethical;
- Seriously damage the reputation of the school;
- Create unacceptable conflicts of interest;
- Harm the school's relationship with other benefactors, current, former or prospective pupils and their families, or any other organisation or individual where such harm could be significantly detrimental to the school's ability to achieve its aims.
- All philanthropic gifts should be channelled through the development office to ensure adherence to the policy.
- Decisions that do not fall within the due diligence process will be taken by canvasser concerned, and in the case of a decision to decline the donor, the Head and the Board of Governors will be informed.
- If any doubt exists the Head will be consulted and they may refer the decision to the Board of Governors for a final decision.

### **Vulnerable Individuals**

In communicating we will be mindful of indicators that may suggest an individual may be vulnerable. If the individual show signs of difficulty in retaining information, explaining themselves or unable to understand what they are being told.

We will:

- Consider communication preferences
- Not make about assumptions about the individual
- Ask the individual what they need and how we can help
- Empathise and sympathise
- Summarise anything that has been agreed
- Not place any undue pressure on individuals to donate
- Not solicit or accept donations from anyone whom we know or think may not be competent to make their own decisions
- Be sensitive to any particular need that a donor may have