

The School's motto *ex corde caritas* informs all that we attempt to achieve at George Watson's College and the motto's more contemporary rendering "Challenge Yourself and Care for Others" is also important in shaping our approach to charitable work and giving at the School.

The purpose of this policy is to ensure that our charitable work:

- Maximises the positive impact of our work for beneficiaries
- Is part of a planned and coherent strategy
- Contributes positively to the learning and wellbeing of pupils
- Is sustainable and responsible
- Is auditable and accountable, thus minimising any reputational risk to the School
- Is legal and is otherwise in keeping with the School's ethos and standards and its responsibility to pupils, staff and parents

### **Strategic Partner Charities**

The School will identify a number of charitable entities with which it will work at a strategic level. This will include ongoing commitments to supporting national charities, local community charities (identified as "community partnerships") and the School's own charities. A list of those charities (as at the date of this policy) can be found at Annex A. These charities will benefit from either (or both) an ongoing opportunity to use the School's facilities (including communications channels) to promote and support their work subject to the arrangements indicated at Annex A and/or a regular opportunity to benefit from pupil fundraising. However, there is no implied obligation of the part of the School to provide any particular level of service to such charities.

The Community Partnerships will be reviewed every five years.

### **Annual Charitable Partnerships**

The School may select additional charities to support from pupil fundraising for not more than one year. These charities will be selected by a process co-ordinated by senior staff in the Junior School and Senior School as set out at Annex B. These charities will benefit from pupil fundraising but will not have access to the School's facilities, except on a fully paying basis. These charities may have their status renewed annually if an application to do so is approved.

### **Response to Specific Emergencies and Unforeseen Opportunities**

The School may also support pupil fundraising for specific emergencies, including but not limited to, international disasters for which the Disasters Emergency Committee (DEC) has made an appeal. It will also be appropriate to occasionally take advantage of other opportunities which may occur. Approval for pupil fundraising such circumstances must be given by the Principal, or the Head of Junior School or Senior School in respect of their sections of the School.

### **Fundraising by Groups within the School**

Approved charitable and other fundraising entities within the School are shown as Category 2 and 3 entities at Annex A. These, and any other fundraising by groups within the School (for example by a group undertaking a particular trip or experience) must comply with this policy (including paragraph 3a below) and be approved appropriately. Non-compliant fundraising events will be considered as ordinary lets and charges will be levied accordingly. In case of dispute, the access of charitable and other fundraising entities within the School to facilities in the School will be determined by PLT.

## **Personal Fundraising**

In exceptional circumstances, the relevant Head of School or the Principal may give permission for fundraising for a cause which is the personal interest of a pupil or member of staff. Permission is discretionary and will not be granted if, in the opinion of the Principal or relevant Head of School, it will interfere with other fundraising efforts, requires the undue use of School resources including (for example) the use of janitorial time or is otherwise undesirable.

## **Inadmissible Fundraising**

Fundraising in the School may not take place:

- For the personal benefit of individual pupils or groups of pupils, including raising funds for “gap year” and other opportunities. The School provides a number of opportunities for pupils to apply for grants to support gap year opportunities. This prohibition does not prevent pupils applying for permission to fundraise under paragraph (2d) for a charitable cause which is associated with a gap year or similar overseas opportunity. However, no fundraising may take place under this policy which is intended simply to defray or reduce the cost to the pupil or his/her family of a gap year or other opportunity or anything associated with it.
- For a political party, a political cause, the promotion of a religious belief or ideology which is detrimental to the wellbeing of any pupil or member of staff within the School, or for any purpose which is otherwise contrary to the ethos of the School or which is not recognised as charitable in Scotland, England or Wales or Northern Ireland.
- Which involves gambling (other than raffles, tombola, registered prize draws or other games of skill and/or chance with trivial stakes), the supply of alcohol to pupils or other minors or activity which could be reasonably deemed to undermine the good order and discipline or the School or the health and wellbeing of pupils.
- Except on Foundation Day (in respect of the George Watson’s Family Foundation), the day before the Christmas holidays and Charities Day (in respect of other charities), which comprises wholly or mainly a Non-Uniform Day or the sale of food or drink, except where the activity is part of the curriculum.
- Which is undertaken as part of a business (except where that business wholly benefits a charitable entity), involves the sale of high value items or unreasonable profits made by the sale of any item to pupils.

## **Proper Accounting**

All fundraising that is undertaken in the name of the School or using its facilities must be supervised by a member of staff and accounted for to either the Accounts Department or the Development Office.

## **Exceptions**

Nothing in this policy shall be construed as preventing fundraising for Young Enterprise companies or other commercial or non-charitable activities approved by the Principal.

## **Implementation and Review**

This policy comes into effect once approved by the External Relations and Development Committee of the Governing Council and will be reviewed by that Committee every two years.

# Annex A

Category	Type	Name of Charities/Entities	Basics of Charging for Facilities
1	Permanently Supported Charities	Poppy Scotland Disasters Emergency Committee	FOC
2	Development Office	George Watson's Family Foundation GWC Endowment Trust	Costs covered by Development Office budget
3	Other School Fundraising Entities	GWC Parents' Association The Watsonian Benevolent Fund GWC Pipe Band Watson's Malawi Partnership	At cost
4	Community Partnerships (reviewed every 5 years)	Sporting Start The Eric Liddell Centre Scottish Love in Action Feed the Minds UNICEF	At cost
5	Annual Charities	As Determined	At cost or covered by a school budget if appropriate

# Annex B

## Procedure For Designating Annual Charities

### Membership of the GWC Charities Board

The Principal (Chair)

The Director of Development

The staff member responsible in the Junior School for charitable fundraising

The staff member responsible in the Senior School for charitable fundraising

The Head of Junior School or a Deputy

The Head of Senior School or a Deputy

The Access and Outreach Officer

The Deputy School Captains

### Inception

The procedure will begin in January of each year when the Access and Outreach Officer will invite nominations for Annual Charities for the forthcoming Session in consultation with the relevant staff in the Junior School and Senior School. This may be done by, amongst other means:

- Considering the existing Annual Charities
- Considering any additional requests for support that have been submitted internally or externally during the last year
- Considering any requests turned down in the previous year
- Considering representations from the Development Office
- Soliciting requests from charities
- Considering curriculum developments.
- Criteria for Consideration

All submissions must be considered against the criteria of the Charity Policy in that it:

- Maximises the positive impact of our work for beneficiaries
- Is part of a planned and coherent strategy
- Contributes positively to the learning and wellbeing of pupils
- Is sustainable and responsible
- Is auditable and accountable, thus minimising any reputational risk to the School
- Is legal and is otherwise in keeping with the School's ethos and standards and its responsibility to pupils, staff and parents

Submissions should meet all or most of these criteria and all must meet the final two.

### Process of Consideration

Submissions will first be considered by panels (which must include pupils) which will be convened by the Heads of Junior School and Senior School (or a Deputy). These panels will make recommendations to the Charities Board.

## **Process of Confirmation**

The recommendations of the Panel will be considered by the Charities Board no later than the end of Term 2 in the Session proceeding that during which the recommended designations are to be effective. The Board will also consider data from the preceding terms' fundraising efforts and the extent to which the current Annual Charities have met the criteria of the policy, especially where the recommendation is that a current Annual Charity should continue to be designated.

Once the Board has determined which Annual Charities should be designated, its decision will be communicated to the charities and to others as appropriate.

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