



**Summer Fields School Trust Ltd (Charity Number 309683)**  
**Maclaren Foundation (Charity Number 1112215)**

## **Gift Acceptance Policy**

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Updated September 2023

Summer Fields seeks and accepts philanthropic support in line with its charitable status. This document sets out the school's policy for the acceptance of charitable donations to Summer Fields School Trust Ltd (charity no. 309683) and The Maclaren Foundation (charity no. 1112215) ("the charities") and associated due diligence. It is intended for prospective donors and their advisors, providing assurance that all donors are treated equitably.

This policy should be read in conjunction with other relevant policies, in particular our Donor Charter, Anti-Bribery Policy, Anti-Money Laundering Policy, Fundraising Policy & Code of Practice, Significant Naming Opportunities Policy and Statement of Intent.

The school and The Maclaren Foundation are subscribing members of the Fundraising Regulator and all fundraising activities are carried out in accordance with the standards set out by the Code of Fundraising Practice and the UK Charity Commission to ensure that the school operates ethically in its receipt of philanthropic gifts and that the processes for accepting and refusing gifts are transparent.

This policy applies to all philanthropic donations received by Summer Fields School Trust Ltd (a registered charity no. 309683) and its sister charity, The Maclaren Foundation (a registered charity no.1112215).

A donation, or gift, is a voluntary transfer of money by an individual or organisation, made with philanthropic intent for the benefit of the institution.

A donor is a person or organisation who makes a donation or gift.

Due diligence is the range of practical steps that need to be taken in order to be assured of the origin of a charitable donation and to make sure that the school is not at reputational risk. The extent of due diligence and of oversight applied will increase in line with an assessment of the risk associated with the potential donor and potential size of the donation.

A legator is a person who has left a charitable gift in their Will for the benefit of the school.

Summer Fields seeks and can accept donations from the following sources in accordance with this policy:

- Donations from individuals in the UK and overseas
- Grants from charitable trusts and foundations in the UK and overseas
- Donations from companies in the UK and overseas

- Donations from legacy bequests

These gifts and donations may be in the form of:

- Cash
- Tangible personal property
- Real estate (property and land)
- Bequests via legacies
- Shares

The Summer Fields Development Office is responsible for facilitating, soliciting and accepting charitable donations made to the school and all charitable donations offered to the school must be received and administered through Summer Fields' Development Office.

The gift(s), donor details and related correspondence is recorded by the Development Office on the School Donor Database and stored in accordance with The Data Protection Act 2018.

## DUE DILIGENCE PROCESS

### **Key principles**

For any level of philanthropic donation solicited by or offered to the school, Summer Fields School Trust Ltd and/or to its sister charity, The Maclaren Foundation must demonstrate that it operates in line with the 'Know your Donor' principles set out by the Charity Commission and follow the guidance to:

- Know the identity of the donor(s)
- Know the motivations of the donor(s) making a donation
- Know the business of the donor(s)
- Know the (likely) provenance of the funds donated

1) Prior to acceptance, the following questions will be considered and documented on the school donor database for all gifts:

- Does the potential gift fit with Summer Fields' strategic mission?
- Does the gift comply with UK law, Charity Commission rules and Fundraising Regulator guidance?
- Does the gift comply with the Sanctions and Anti-Money Laundering Act 2018 (the Sanctions Act)? The checklist in the school's Anti-Money Laundering Policy will be completed

- Is there published or other credible evidence that the proposed gift will be made from a source that arises in whole or in part from an activity that:
  - Evaded taxation or involved fraud?
  - Violated international conventions that bear on human rights?
  - Limited freedom of enquiry, or encroached on academic freedom?
  - Was illegal and/or involved money laundering?
  - Is linked to the proceeds of crime?

2) Is there evidence that the proposed benefaction, or any of its terms will:

- Require action that is illegal?
- Seriously damage the reputation of the school
- Create unacceptable conflicts of interest?
- Come with unacceptable expectations?
- Harm the school's relationship with other benefactors, parents, pupils, partners or local community?

Where appropriate, the school will follow a formal 'Due Diligence' process for any gift which, in the opinion of the Trustees, Headmaster and Finance Director, could represent a serious risk to the school either by reference or by one or more of the matters listed in 2 above or on any other ground. There will be a review that assesses the acceptability of a proposed gift against the criteria as defined within this policy. It will also include consideration of any financial or reputational risks for the school and/or The Maclaren Foundation.

To comply with money laundering and related legislation as this might apply from time to time, the school might require donors and potential donors to provide reasonable proof of identity and, if necessary, furnish information as to the origin of the gift to be donated.

Donations must be freely given with no expectation of anything in return other than due thanks and recognition. Gifts from parents cannot be made to offset school fees or the cost of a trip or activity for an individual pupil who is related or known to a donor. The decision of a parent to make or not make a gift to the school will have no bearing on the academic, sporting or extracurricular opportunities open to an individual pupil.

Donors who wish to donate a gift valued at £25,000 and more are required to complete a Statement of Intent. In the Statement of Intent the donor is asked to declare the amount they wish to donate, to which fund they wish the donation to be directed, and to detail how they intend to make the donation.

Summer Fields will ensure that accepted restricted gifts (i.e. those that are given for a specific purpose) are used to support the fund or cause in accordance with the donors wishes. Gifts that are

regarded as too restrictive or those that are at odds with the school's ethos and objectives will be refused.

Summer Fields will ensure that accepted unrestricted gifts (i.e. those given with no specific purpose) will be used at the discretion of the Headmaster and Bursar who will direct the gift to where the need is greatest. These details can be shared with the donor upon request.

Gifts will not be accepted from those who are 'prospective parents' (i.e. those whose son(s) have not yet been offered a place at Summer Fields). These include the following:

- No donation will be accepted from a prospective parent until their son has started at the school, unless they have an existing relationship with the school, either as a parent of another boy, as an Old Summerfieldian, or as an individual with a clear and legitimate connection with the project associated with such a donation.
- No link will be made between entry and a future donation; all boys entering the school will do so entirely on their own merit, within the constraints of the normal admissions processes of the school.
- It is legitimate for conversations to take place between the school and prospective parents regarding the plans for the school, including fundraising projects, particularly once a place has been offered and accepted. However, it must always be clear that no advantage is attached to any donation, there is no expectation of any donation, and that no donation will be accepted prior to a boy's arrival at the school.

Summer Fields has the right to refuse a donation and will act prudently regarding gifts that may not comply with fundraising regulation and legislation (such as Charities Act, Data Protection, The Bribery Act, The Finance Act, Proceeds of Crime Act). Donors and potential donors may be requested to provide documents to the Development Office before a donation is accepted to ensure that gifts do not jeopardize Summer Fields, its community, and its reputation.

Summer Fields does not provide any legal, accounting, tax or financial advice to donors. Donors are encouraged to seek independent legal, accounting, tax or financial advice from professionals and are responsible for all costs incurred in relation to obtaining such independent professional advice.

Summer Fields cannot suggest or endorse a third party as a source of gift advice. Where necessary, donors will be requested to provide Summer Fields with an acknowledgement that:

- independent professional advice has been obtained
- Summer Fields is released from any liability that may arise in relation to the making of the donation

## Related documents

Donor Charter

Anti-bribery Policy

Anti-Money Laundering Policy

Fundraising Policy & Code of Practice

Significant Naming Opportunities Policy

Statement of Intent

