

**Queen's College London**  
**Queen's College Preparatory School**  
(including Early Years Foundation Stage)



**Donations Policy**

**Reviewed March 2018**

**Next review July 2019**

1. Donations and other income enable Queen's College, London (including Queen's College Preparatory School) to undertake its charitable purpose of girls' education. It needs to secure the funding necessary to undertake its vital work. Secure and diverse funding enables Queen's College, London to maintain its independence, protect its reputation and operate effectively. Funding may be unrestricted or tied to specific projects. Care should be taken to ensure that the portfolio of income received for capital or revenue funding does not result in undue influence over Queen's College, London's strategic direction or educational work.
2. Queen's College, London must not risk jeopardising its reputation for honesty, independence, integrity and professionalism. Its reputation could be compromised if funding is received from sources that were perceived to be pursuing activities inconsistent with its mission.
3. It is Queen's College, London's policy to accept donations from any source, whether monetary or in kind, provided that acceptance will not:
  - i. Cause significant damage to Queen's College, London's integrity, public image or professional reputation
  - ii. Negatively impact on the work of Queen's College, London
  - iii. Impair Queen's College, London's independence to pursue its mission.
4. Appropriate care to protect the reputation of Queen's College, London should always be taken.
5. This Policy applies to all donations to Queen's College, London, of any type or size, including those in money and gifts in kind, and from any source whether directly solicited or not. All gifts will be subject to due care and attention.
6. Scrutiny of donations is generally only to the first donation from any source, and is only re-applied to repeat donations when there is reason to believe that there is a change in the status of the donor.
7. Donations of any size are accepted where they are anonymous and Queen's College, London cannot identify their source.
8. Donations resulting from mass fundraising are accepted without scrutiny.
9. Donations over £5,000 are subject to review by the Principal/Headmistress. If judged necessary the Principal/Headmistress will make a recommendation to the Council in regard to gift acceptance or rejection.
10. Queen's College, London in receiving donations over £5,000 from individuals will consider:
  - i. The nature of the contacts and involvement we would have with the major donor, and the nature of the project for which any donation is being offered;

- ii. The degree to which the donor may seek to exploit the donation, for example: recognition and benefits, influence on strategy, naming rights, perceived endorsement by Queen's College, London
  - iii. The extent to which our parents, alumnae, girls and other supporters are likely to find a relationship of Queen's College, London with the donor unacceptable.
11. Queen's College, London can receive donations from corporations and donors from the private sector. This does not imply any endorsement of an individual's or donating company's policies or record.
12. If there is a significant risk that receiving donation(s) from a particular source would impair Queen's College, London's integrity, public image and professional reputation from public association with the donor, then funding from that source must not be accepted. Any donation to Queen's College, London must be able to stand up to public scrutiny.
13. Any donations offered and then rejected will also be noted in Council reports.