CHARITY POLICY
(STAFF AND STUDENTS)

Process Area	Human Resources and Development
Reference Number	HRS/026/001
Directorate	Client Services

Issue No	Date	Details	Author	Approved
001	April 2019	First Issue	RS	Governing Body
002	February 2022	Second Issue with minor changes	RS	Governing Body

If requested, the College will make the policy available in alternative formats to accommodate visual impairments. The policy can also be downloaded from the College website and made available in alternative languages upon request.

1   POLICY STATEMENT

Southern Regional College is committed to encouraging a community of volunteers through employee and student volunteering and fundraising activities in line with the Good For Me Good For FE initiative. The College wishes to demonstrate their corporate social responsibility by supporting local charities within the community, and in doing so, increase employee and student engagement, wellbeing and skills development. All funds raised are donated to the College's official charity as nominated by employees and students.

This policy outlines the arrangements for the selection and engagement of an official College charity and the guidelines and regulations for providing support.

2   SCOPE

This policy applies to all employees, workers and volunteers of Southern Regional College.

The College will support the work of charities providing that they:

- Provide services in Northern Ireland;

- Employ local people;

- Provide services in line with the College's ethos and values;

- Are registered as having charitable status.

The Charity Policy applies to all charitable activities undertaken by the SRC and fundraising activities which take place on all campuses.

3   DEFINITIONS

Charitable purpose	The Charities Act (Northern Ireland) 2008 lists 12 stated charitable purposes which are: • Prevention or relief of poverty; • Advancement of education; • Advancement of religion; • Advancement of health or saving lives; • Advancement of citizenship or community development; • Advancement of the arts, culture, heritage or science • Advancement of amateur sport; • Advancement of human rights, conflict resolution or reconciliation or the promotion of religious or racial harmony or equality and diversity; • Advancement of environmental protection or improvement; • Relief of those in need by reason of youth, age, ill health, disability, financial hardship or other disadvantage; • Advancement of animal welfare; or • Other purposes as described in the Act.
Timeframe	The official charity will be limited to two academic years starting on 1 September and ending on 31 August on the second year. Once official charity recognition has ceased on 31 August, it cannot be selected for recognition as an official College charity for a period of four years

4   ROLES AND RESPONSIBILITIES

4.1   Chief Executive

The Chief Executive has overall responsibility for ensuring the full implementation and monitoring of the Charity Policy.

4.2   Human Resources & Development Department (HRD)/Student Activities Team

The HRD department and Student Activities team will have responsibility for arranging the selection of the nominated charity, communicating fundraising events and ensuring compliance with cash handling procedures.

4.3 Employees/Students

The College encourages all employees and students to become involved in volunteering and fundraising events organised for the official College charity.

Employees and students should refrain from sending campus wide emails promoting their own personal charities or fundraising activities, unless agreement has been provided by College management in liaison with HRD and the Student Activities team.

Employees and students will be invited on an alternate basis to forward their suggestions for the official College charity whose core work meets criteria as set out in point 2 and 3 and will have the opportunity to vote for their preferred College charity.

5 DISTRIBUTION

Policy Centre on Sharepoint
Employee Handbook
Website

6 RELATED DOCUMENTS

None

7 FLOWCHART

None