


Services covered by this policy:	General Pre-school Children's Service	The Hamlet at Home Adult Services
Post holder(s) responsible for this policy:	CEO	
Date approved:	27.09.2023	
Approved by:	CEO and Board of Trustees	
Signed:		
To be reviewed:	27.09.2025	

A. Policy statement

Our belief is that everyone at The Hamlet should be happy and safe, is unique and valued, can explore choice and opportunities, is encouraged to unlock their potential, can communicate in their own way and is part of the wider community.

B. Purpose of this policy and why we have it

We actively seek opportunities to work together with external organisations and individuals to achieve shared objectives. However, it is vital that we maintain our independence and do not allow any external partnership to bring our name or reputation into disrepute. This policy will apply to all members of staff and volunteers; anyone that The Hamlet contracts with to support our fundraising strategy; as well as those individuals and/or organisations intending to fundraise or donate funds to The Hamlet.

C. Scope of this policy

- The Hamlet Users
- Parents/carers/home support staff of Hamlet Users
- The Hamlet staff
- The Hamlet Volunteers
- Educational or work placements e.g., Occupational Therapy or Nursing
- Visitors

D. Policy

The Hamlet accepts financial support from and works in partnership with companies and individuals on the following conditions.

- There are strong grounds for believing it will result in a benefit to the charity and its service users.
- The CEO and Trustees are satisfied that no adverse publicity will result from accepting such support.
- There is no attempt on the part of any company or individual to influence trust policy or actions either explicitly or implicitly.
- That initiatives do not compromise the independent status of the charity.
- That no individual or group of service users are exploited either directly or indirectly by the fundraising activity.
- There is no conflict of interest arising from acceptance of the donation/funding.

Donations from those directly involved with The Hamlet:

- It is recognised that those who are closely involved with The Hamlet, either as a member of staff, a volunteer, or a beneficiary of our services, may wish to donate to support the work as an endorsement of their belief in the charity.
- Donations of this kind are welcomed following the same guidelines as other donors and it should be clear made that there is no benefit to the donor or possible influence on the direction of the charity.

Marketing, sponsorship and product or service endorsement:

- The Hamlet does not endorse or approve products and services of any company. The Hamlet reserves the right to terminate any sponsorship or other agreement.
- The Hamlet will not share access to its database, client information or beneficiaries.

Avoidance Criteria:

The Hamlet may refuse to accept financial support or enter into partnerships with companies involved with but not limited to the following activities:

- The manufacture or sales of tobacco products.
- The sale or production of pornographic materials.
- The sale or production of goods that could be interpreted to be in conflict with the image of the charity.

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- An individual or organisation whose reputation has been brought into disrepute via the public domain or media.
- A politically, racially, or religiously motivated individual or organisation whose ethics clearly oppose those of The Hamlet.

Acceptance Criteria:

When deciding to accept any particular donation, the CEO and Trustees have a duty to demonstrate to the Charity Commission that they have acted in the best interests of the charity, and that the association with any particular donor does not compromise The Hamlet's ethical position, harm its reputation, or put future funding at risk. The charity complies with all relevant legislation.

The Hamlet will therefore not accept any of the following where the donation:

- Was known to be associated with criminal sources.
- Would help further the donor's personal objectives, which conflict with those of The Hamlet.
- Would lead to possible decline in support for The Hamlet, and so risk a fall in funding for our cause.
- Would otherwise significantly damage our reputation.
- May harm relationships with partners, donors, or stakeholders.

E. Procedures and monitoring

- We will abide by the Fundraising Regulator's Code of Practice.
- We will publish a copy of this policy on The Hamlet's website and make fundraisers aware of this in correspondence when they express an interest in raising funds.
- We will ensure that all staff are made aware of this policy.
- Trustees will receive regular reports about fundraising and donations. These will include details of any instances where donations or offers of fundraising have been declined.

F. Regulations (Health and Social Care Act) and other legal references

None

This policy should be read in conjunction with any other relevant Hamlet policies and accompanying procedures.

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Date approved by the Board: 27.09.2023

Date of next review: 27.09.2025

Post holder responsible for this policy: CEO

Signed by Chair of the Board of Trustees:

A handwritten signature in blue ink, appearing to read "O. Douke", with a long horizontal flourish extending to the right.

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