



Vulnerable Persons Policy

At St Columba's College, we are committed to ensuring that our donors have the best and most professional experience of fundraising and that if we are ever in touch with an individual who is in a vulnerable circumstance, our staff can respond appropriately.

Our fundraising activity is always compliant with the Institute of Fundraising's Code of Fundraising Practice requirements and the school will always take positive steps to ensure its compliance.

If an individual is found to lack capacity at the time of donating to the school, then that donation will be returned. If a donor makes a request for the return of their donation, St Columba's College will take steps to ensure any direct debit or regular gift/one off donation is terminated, as well as taking steps to ensure that the individual exercised their freedom of choice when selecting future methods of contact or withdrawing their consent to be contacted.

Where a third party appears to be acting in the best interests of an individual, St Columba's College will respond to any request after consultation with the Governing body.

Any volunteers acting on behalf of and with approval of the school, will receive appropriate training in the standards required by the Code of Fundraising practice and handling donations from potentially vulnerable persons.

St Columba's College adopts the Institute of Fundraising's four key principles when responding appropriately to people in vulnerable circumstances, putting the needs of the individual first, above and beyond securing a donation.

Respect: We will always be respectful, mindful of and sensitive to any particular need that a donor may have. We will always strive to respect the wishes and preferences of the donor.

Responsive: We will respond appropriately to the individual needs of our donors. We understand that the responsibility lies with the school to adapt our approach (tone, language, communication technique) to suit the needs and requirements of the donor.

Fairness: We will always treat donors fairly. This includes not discriminating against any group or individual based on their appearance or health conditions.

Accountable: We take responsibility for the actions of any volunteers, ensuring that any fundraising is carried out in line with the Code of Fundraising Practice. All processes and procedures will be in place to ensure this happens and the needs of people in vulnerable circumstances are met.



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We will ensure all communications to potential donors will be reviewed in light of this policy and endeavour to be clear, open and relevant in all circumstances.

This policy will be reviewed bi-annually or in accordance with regulatory change.