

First Steps Bath Ethical Fundraising Policy and Procedure

Policy Statement.

All fundraising undertaken by First Steps is conducted on an ethical, honest, and transparent basis. First Steps approach to fundraising is guided by the principles of honesty and respect. First Steps complies with the Charity Commission for England and Wales guidance and UK law in all aspects of fundraising activities and is signed up to the Fundraising Regulator to ensure that there is a clear understanding of ethical fundraising practices.

Procedure.

1. Transparency and Honesty

- Provision of clear and truthful information about First Steps work.
- Managing donor information responsibly and not selling or sharing data. (see Confidentiality and Data Protection Policy and Procedure)

2. No Paid External Fundraisers

- First Steps does not employ external fundraisers to contact the public for donations.
- First Steps does not engage in cold calling, door-to-door solicitation, or street fundraising.

3. Ethical Donations

- We follow Charity Commission guidance on whether to accept, refuse or return a donation from sources that are from illegal sources or come with illegal conditions, or are inconsistent with our charitable aims.
- All fundraising activities are conducted ethically, honestly, and transparently.

4. Cost-Effective Fundraising

- Spending on fundraising is kept as low as is cost-effective, thanks to the support of volunteers.

5. Compliance with Regulations

- First Steps is signed up to the Code of Fundraising Practice and standards set by the Fundraising Regulator.
- The Fundraising Regulator badge is displayed on First Steps materials to show our commitment to good practice and legal, open, honest, and respectful fundraising.

6. Clarity, Honesty, and Openness

- First Steps does not exaggerate, using factual evidence to explain the reasoning behind projects for which we are seeking funding.
- First Steps provides clear explanations of how donations are used and how to make or change a gift.

7. Respect for Donors

- We respect the rights and privacy of our donors.
- We do not pressure anyone to make a gift.

8. Complaints Process

- We ensure our complaints process is clear and accessible.
- We provide evidence-based reasons for our decisions on complaints (see Compliments and Complaints Policy and procedure).

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Contact Information

If you do not wish to receive further information from us, please contact us at:

- Email: info@firststepsbath.org.uk
- Phone: 01225 444791

For more information about the Code of Fundraising Practice, visit fundraisingregulator.org.uk.

RELATIONSHIP TO OTHER POLICIES

Linked to:

- Confidentiality and Data Protection Policy and Procedure
- Compliments and Complaints Policy and Procedure

REVIEW OF POLICY

This Policy will be reviewed every year or sooner if warranted by internal or external events or changes. Changes to the Policy will be recommended by the Chief Executive and SMT to the Board of Trustees.

Policy drafted by Roz Lambert CE
August 2024

Approved by Trustees August 2024