

# **KARATE** *& Dance* **FEDERATION**

**Karate & Dance Federation**

***Fundraising Policy***

# *Policy Overview Information*

<b>Policy Title</b>	Fundraising
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<b>Authorised By</b>	Mr. Jake Byrne
<b>Agreed By</b>	Mr. Neil Byrne
	Miss. Alyssia Weekes

# *Policy Logistics*

This policy is intended for the Karate & Dance Federation, which means that both companies within this umbrella organisation must adhere to the policies and procedures in place. These companies are: Central Karate Academy CIC and Midlands Dance Academy Ltd.

## *Umbrella organisation and governance structure*

The Karate & Dance Federation operates as an umbrella organisation responsible for the strategic governance, safeguarding oversight, and operational standards applied across its constituent entities. While Central Karate Academy CIC and Midlands Dance Academy Ltd are separate legal entities with distinct legal structures, they function collectively under the Federation for the purposes of policy implementation, safeguarding assurance, quality control, and risk management.

All policies issued under the name of The Karate & Dance Federation establish a single, consistent framework of expectations, procedures, and standards that apply across both organisations. This ensures that children, families, staff, volunteers, and external partners experience the same level of protection, professionalism, and accountability regardless of which legal entity is delivering a particular activity.

Where statutory, regulatory, or reporting obligations differ due to the legal status of each entity, those obligations are met within the relevant organisation. However, the highest standard of practice set out within Federation policy will always apply. No individual, department, or entity operating within the Federation may adopt a lower standard than that required by Federation policy.

Ultimate responsibility for ensuring compliance with Federation policies sits with the Federation's senior leadership, who retain oversight of safeguarding, health and safety, professional conduct, and quality assurance across all activities delivered under the Federation name.

# 1. Policy statement and commitment

Central Karate Academy CIC is committed to conducting fundraising activities responsibly, ethically, and transparently.

This policy ensures that:

- Fundraising is consistent with the CIC's charitable objectives
- Participants, donors, staff, and volunteers are treated fairly and respectfully
- Risks associated with fundraising are identified and managed
- Funds raised are used appropriately to support CIC initiatives

## 2. Scope and application

This policy applies to:

- Staff, volunteers, students, parents, and carers participating in fundraising activities
- All fundraising events, campaigns, sponsorships, and online appeals undertaken by the CIC
- Third parties engaged to support or deliver fundraising activities on behalf of the CIC

## 3. Fundraising principles

Fundraising under the CIC must be:

- **Legal and ethical:** Compliant with all applicable legislation and regulations
- **Transparent:** Clear communication about the purpose of fundraising and how funds will be used
- **Respectful:** No undue pressure or aggressive solicitation of donations
- **Inclusive:** Activities are accessible and safe for all participants, including students, families, and volunteers

## 4. Roles and responsibilities

- **CIC Senior Leadership/Board:** Approve fundraising campaigns, monitor financial accountability, and ensure safeguarding compliance
- **Staff & Volunteers:** Plan and deliver fundraising activities responsibly, comply with safeguarding standards, and maintain accurate records
- **Participants & Donors:** Engage safely and follow event guidelines; donors have access to information about fund usage upon request

## 5. Fundraising procedures

- All fundraising events must have a written plan, including risk assessment, safeguarding measures, and financial oversight
- Online or in-person collection of donations must be securely managed and documented

- Funds raised are banked promptly and recorded accurately, with financial records integrated into the CIC's accounts
- Receipts or acknowledgments are issued where appropriate

## **6. Safeguarding and risk management**

- All fundraising activities must comply with the Federation's safeguarding policies
- Students and volunteers must not be put at risk during fundraising events
- Risk assessments must consider physical safety, safeguarding, data protection, and reputational risks

## **7. Monitoring, reporting, and review**

- Fundraising income and expenditure are monitored regularly and reported to the CIC board
- Lessons learned and incident reports are reviewed to inform future fundraising activities
- This policy is reviewed annually or sooner if required due to legislative, operational, or safeguarding developments