



The Police Children's Charity

Eligibility & Administrative Policy

Policy Number:	To be added	Responsible Manager:	CEO
Date of issue:	Board of Trustees Approved:- <u>Effective</u> from:- 1 July 2010 Board of Trustees Approved 7 May 2015 Reviewed 28 April 2016 Board of Trustees Approved 11 May 2017 FHRC Approved: 26 April 2018 Board of Trustees Approved 16 May 2019 Reviewed: 16 October 2020	Policy Review:	Three years from date of issue, OR , where legislative or other issues prompt an earlier review

Policy Statement:

1. The Police Children's Charity (PCC & 'the Charity') is a registered charity with both the Charity Commission in England & Wales and the Office of the Scottish Charity Regulator. This policy has been developed from the content of the Charity's 'Sealed Schemes' (governing documents) held by those regulatory bodies.
2. On 6 May 2006 the Charity Commission approved a change of name of The Northern Police Orphans Trust (NPOT) to that of the St George's Police Trust (SGPT). Apart from that approved change of name on 3 May 2006, the Sealed Schemes of the NPOT remain the governing documents of the SGPT. The former St George's Fund (SGF) was then dissolved and removed from the Charity Commission register on 19 October 2006 and its assets donated to the re-named SGPT. The Sealed Schemes of the SGF no longer have any legal force; however, they provide information about that Charity and its objectives during the existence of the SGF which may inform current considerations. In Jan 2022 the Trustees approved a change of name from St George's Children's Trust to the Police Children's Charity (PCC)

3. The PCC is financially supported by those within the eligible roles as defined in this policy in police forces comprising the Charity's 'constituency' who make a voluntary weekly donation to the Charity. This policy sets out the framework by which:
 - a. The eligibility of beneficiaries is reviewed.
 - b. The scale and scope of benefits are distributed to ensure they are directed appropriately and proportionately to those beneficiaries most in need and suffering from hardship.

The Charity's Aims

4. The Charity provides financial assistance to support young people up to the age of 25 in the following circumstances:-
 - a. *Where a parent is or was within an eligible Serving Police role (who supported the Charity with regular payroll giving donations during their service) and is now deceased; or taken early medical retirement. Where that parent has now retired from the police service, they must have been a donor to the charity during their service, and must continue to be a current donor in retirement.*
 - b. *The partner of the Serving Police Individual (who supports the Charity with current regular payroll giving donations) and is now deceased.*
 - c. *Where their Parent was an Employee of the Police Treatment Centres and a current donor to The Police Children's Charity at the time of death.*
 - d. The definition of Serving and Retired eligible roles are contained within the policy

Purpose:

5. The purpose of this policy is as follows:
 - a. To provide clarity in eligibility for the Charity's benefits and their application.
 - b. To provide a framework and process to assist the Board of Trustees decision making in respect of the approval and disbursement of benefits.

Legal Safeguard:

6. The contents of this policy have been drafted in accord with the 'Sealed Schemes' of the Charity and policy decisions made by the Board of Trustees acting in accord with those Sealed Schemes.

Application of the Policy:

7. This policy will be applied pragmatically and with consideration of all the issues involved in any case. The Trustees will also give sympathetic consideration to applications where the Eligible Police Parent was a non-donor to the Charity if the circumstances of the case provide significant and unique reasons for that consideration.

Responsibility for Application of the Policy:

8. The responsibility for the application of the policy will be that of the CEO, in conjunction with the PCC Administrator, the Board of Trustees and appropriate Force representatives.

Eligibility Criteria:

9. Individuals eligible for the Charity's benefits are children of;
- a. Serving Police Officers who hold the 'Office of Constable'
 - b. Police Community Support Officers
 - c. Special Constables
 - d. Detention and Custody Officers employed by the Police and Crime Commissioner or the Chief constable
 - e. Police Staff or Investigators (including CSIs & Civilian Investigators)
 - f. Those who were within an eligible Serving Police role (as defined above) (for the majority of their service in a force within the PTC constituency) serving for a minimum of 20 years.
 - g. Employees currently by the Police Treatment Centres who are current donors to TPCC (as soon as they stop working for the Police Treatment Centre their eligibility ends).

AND

- h. Who, during their Police service contribute, or if now Retired continue to contribute, a weekly voluntary donation to support the Charity's aims and objectives.

10. Individuals NOT Eligible are Children of:

- a. Any of the above defined groups who do not make the voluntary donation.
- b. Any of the above defined groups who resigned, were required to resign, dismissed or otherwise left the service
- c. Anyone outside of the defined groups set out in this policy or not in the PTC constituent area
- d. Retired Police Officers who did not make the weekly voluntary donation during their police service
- e. Employees of the Police Treatment Centres who do not make the weekly voluntary donation.

Non-Donors:

11. The Board of Trustees are mindful of the fact that there are many reasons why a potential Donor does not make the voluntary payroll giving donation but that the individual may at some point wish to begin contributing the voluntary donation to support the Charity. Where this is the case the Board of Trustees have agreed that:

- a. If a Student Officer in any of the eligible groups defined in this policy sign up within three months of joining the Force then their donations will not commence for until 12 months from the date of joining; although the individual will be entitled to apply for benefits of the Charity during this time. This free period can only be accessed at the initial point of joining the Police so should an individual

change roles or transfer to a new Force, they would not be eligible for this free period again.

- b. Individuals in Serving eligible groups who wish to start donating part way through their career, may do so at any time. However, individuals in these circumstances must donate for 12 months before they become eligible for the benefits from the charity and they (or their partner) must not have a pre-existing terminal medical condition that they are aware of at the point of sign up.
 - c. The Trustees retain the discretion to consider each application from a non-donor on the merits of the case presented and consider unique and/or significant circumstances that may apply when considering eligibility.
12. The administration surrounding the application process should ensure:
- a. Without unnecessary bureaucracy, that there is probity and integrity in the collection and consideration of information and validation, of potential beneficiaries.
 - b. That potential 'duplication' in payment of allowances is identified and prevented e.g. Police Care UK grants.
 - c. That optimum efficiency and effectiveness is achieved.

Related Eligibility Matters

Eligible roles Transferring between Police Forces

13. There is now a strong 'transfer market' between forces and the frequency of individuals transferring between forces has increased. To transfer between forces an individual resigns from their former force and re-joins their new force in the 'office of Constable' (no matter what rank they transfer in) or into a staff role. Many individuals fail to realise that their donation ceases when they leave their first force and doesn't automatically restart when they join their new force. In effect they must authorise a new payroll giving voluntary donation to the Charity and if they fail to do so they then fall into becoming a non-donor. Where this occurs it is the responsibility of the serving officer donor to ensure that they sign up again to the charity to ensure their eligibility for support and financial grants when needed.

Maternity Leave

14. All donations to charities and other organisations typically stop whilst an individual is on Maternity Leave. Individuals may apply for support from PCC whilst on Maternity Leave if they were a current donor before departing on Maternity Leave. Individuals are responsible for re-starting their PCC donations on return to work if they wish to remain eligible for support from the charity.

Sick Leave

15. All donations to charities and other organisations typically stop whilst an individual is on extended sick leave. Individuals may apply for support from PCC whilst on sick leave if they were a current donor before departing on sick leave. Individuals are responsible

for re-starting their PCC donations on return to work if they wish to remain eligible for support from the charity

Career Breaks:

16. All donations to charities and other organisations typically stop whilst an individual is on a career break. Individuals may apply for support from PCC whilst on career break if they were a current donor before departing on Maternity Leave. Individuals are responsible for re-starting their PCC donations on return to work if they wish to remain eligible for support from the charity

Registration Grant

17. A common sense view of parenthood will be adopted when considering the eligibility of applicants. Once an applicant's eligibility has been established, a Registration Grant will be authorised by the Charity's CEO and reported to the next Board of Trustees Meeting. Thereafter the following criterion and processes will apply with regard to payment of allowances and grants to beneficiaries, provided eligibility continues:

Weekly Allowances

- a. A weekly allowance banding system has been implemented which allows for the consideration of annual indexation without the need to review the process, banding or values every year.
- b. The value of allowances and benefits disbursed by the Charity, and annual indexation, will be reliant upon the income from officer weekly voluntary donations, the income from the Charity's investments and other sources. The value of allowances and benefits may increase or decrease depending upon the financial position of the Charity at the time of any review of allowances and benefits.
- c. A weekly allowance may be payable to beneficiaries whilst in education, up to the end of the school year in which they turn 19, regardless of course studied and whether at school, college or work based learning
- d. The amount of the weekly allowance payable will be dependent upon household income and the weekly allowance band that then applies.
- e. Household expenditure and capital assets will not be considered in the calculation of a weekly allowance to avoid any potential bias or discrimination in the award of allowances and benefit.

Weekly allowances and grants will be back dated to the date of the event giving rise to the application.

Seasonal Gifts

18. A seasonal gift will be awarded twice yearly, in the summer and at Christmas, to those beneficiaries in the lowest income allowance band. All other beneficiaries will receive a seasonal gift only at Christmas. The values of the seasonal gifts will be reviewed at not less than two yearly intervals.

Ex Gratia Grants

19. The current practice for considering each application, including those from school leavers for an ex gratia grant, will continue. All beneficiaries who wish to apply for an Ex Gratia Grant should submit a full justification for this grant, including costs and any proposed personal contribution that they might wish to make themselves.

Driving Lessons Grant

20. From the 1st January 2018, the Trustees approved a new grant to support beneficiaries over the age of 17 with driving lessons. The allowance is £1,000 per child. Please note that no back dated claims can be accepted

Child Counselling Grant

21. From the 1st January 2018, the Trustees approved a new grant to support beneficiaries with child counselling. Any counselling must be sourced by the beneficiary and will be reimbursed on receipt of an evidence of payment. The allowance is £1,000 per child. Please note that no back dated claims can be accepted

Leavers Grant

22. From 1st January 2020, the Trustees approved a new grant to support beneficiaries who were leaving full time education and not attending higher education. The purpose of the grant is to support the beneficiary with **job related items** when starting out in employment.

Higher Education Grant

23. The Higher Education Grant will be available from the age of 18 for one course of study, or a maximum of four years, or to age 25, whichever is the lesser. No Higher Education Grant will be offered beyond the attainment of a First Degree e.g. not for Masters Degree or Doctorate studies. The Higher Education Grant may be available to eligible beneficiaries for any form of higher education which will now include vocational courses e.g. construction, catering, etc. Trustees have discretion to extend the period of the Higher Education Grant to eligible beneficiaries in the case of specialist degrees eg. Medicine, veterinary. Trustees have discretion to extend the period of the Higher Education Grant to eligible beneficiaries in the case of significant and unique circumstances affecting the beneficiary e.g. ill health. Only a single 'gap' period from education of not exceeding 12 months will be considered in an application for a Higher Education Grant. Grants will not be provided for a 'gap year' period or activities.

24. Serving Grants

The Charity offers two Grants to support the mental health and wellbeing of the children of individuals within Eligible Serving Groups. Eligible Serving Police must be current donors to the Charity to be eligible for these Grants.

Child Counselling Grant

Financial support is available to all current donors who wish to access counselling to support a young person through a bereavement or difficult time. The support is capped at £1,000 per child and the cost of counselling will be reimbursed by the Charity on receipt of proof of payment.

Ex-Gratia Wellbeing Grant

Further support is available to all current donors who wish to offer additional support to a young person at a difficult time. Each application for an ex-gratia grant, including those from school leavers, will receive consideration.

Annual Financial Circumstances Review

25. A financial circumstances review will be conducted annually, and a self assessment Financial Circumstances Form **must** be completed each year to ensure the continuation of payment of any benefit.

Appeal Process

26. A beneficiary, or prospective beneficiary, or their representative, who believes that they have been unfairly treated under this policy, should in the first instance raise the matter with the CEO, normally in writing (including email), stating the reasons for their belief. The CEO will then consider the matters raised. Should the matter not be resolved by the CEO the applicant, or their representative, should without undue delay bring the matter to the attention, normally in writing (including email), of the Chair of the Board of Trustees who will review the application.

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