The Police Children's Charity

Eligibility & Administrative Policy

Policy Number:		**Responsible Manager:**	CEO
Date of issue:	**Approved:** **BoT** – 6 February 2025 Updated 1 September 2026	**Policy Review:**	Three years from date of issue, **OR,** where legislative or other issues prompt an earlier review

1. Policy Statement:

1.1 The Police Children's Charity (TPCC & '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.

1.2 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 SGPCT. 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, Trustees approved a change of name from St George's Children's Trust to the Police Children's Charity (PCC)

1.3 The TPCC provides financial support to the children of those within eligible roles, as defined in this policy, and work or reside within police forces comprising the Charity's 'constituency' and 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.

2. The Charity's Aims

2.1 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 Police role (who supports the Charity with current regular payroll giving donations) and is now deceased; or has been retired on medical grounds. Where that parent has now retired from the police service, they must be a current donor in retirement. If they were not donating during their service, they must donate for a period of 12 months before becoming eligible for support.*

(b) The partner of a person who is or was within an eligible policing role (who supports the Charity with current regular payroll giving donations) and is now deceased.

(c) Where their Parent is 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 is contained within the policy.

3. Purpose:

3.1 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.

4. Legal Safeguard:

4.1 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.

5. Application of the Policy:

5.1 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.

6. Responsibility for Application of the Policy:

6.1 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.

7. Eligibility Criteria:

7.1 Individuals eligible for the Charity's benefits are children of;

(a) Serving Police Officers who hold the 'Office of Constable'

(b) Special Constables

(c) Serving 'police' staff, including Police and Community Support Officers, employed by the Police and Crime Commissioner, or the Scottish Police Authority or the Chief Constable

(d) Those in receipt of a police pension and who served at least 20 years within an eligible Serving Police role or eligible Police Staff role (as defined above), the majority of which was within a force within the TPCC constituency.

(e) Employees of 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

(f) during their Police service contributed, or if Retired now contribute, a weekly voluntary donation to support the Charity's aims and objectives.

8. 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 TPCC constituent area

9. Non-Donors:

9.1 The Board of Trustees are mindful of the fact that there are many reasons why a potential Donor does not make the voluntary 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) Where a member of police staff, Student Officer or Probationer signs up within three months of joining the Force then their donations will not commence until 12 months from their date of joining; although the individual will be entitled to apply for benefits of the Charity during this time. This free period is only available at the initial point of joining the Police, where individual's change roles or transfer to a new Force, they are not eligible for this free period again. They must not be aware of or been diagnosed with any terminal medical condition, this includes for their spouse or partner.

(b) Individuals within the eligibility criteria, who wish to start donating part way through their career or retirement, may do so at any time. However, individuals in these circumstances must donate for 12 months, unless they have previously been a donor and their donations are made continuously, before they become eligible for any of the benefits of the charity. They (or their partner) must not have a pre-existing terminal medical condition that they are aware of at the point of sign up or have applied for or be within the medical retirement process.

(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.

10. Related Eligibility Matters

10.1 Officers Transferring between Police Forces

Where a donor transfers from one Force to another, any donations or deductions with their previous Force will cease. Transferees therefore need to initiate donations with their new Force or a direct debit with the charity, otherwise they risk becoming non-donors. Transferees need to take personal responsibility to ensure that they continue making donations to the TPCC if they are to remain eligible for any grant.

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Where a donor is transferring to a TPCC constituent force from a non-constituent force then they can become eligible donors providing they immediately commit to making donations to the charity.

11. Donation Breaks

11.1 Anyone who is a donor, and they are sick or on a form of parental leave where they become 'unpaid' will be afforded a donation break until they either resume paid duty. On retirement they must sign up to remain eligible to the benefits.

11.2 Where any donation break occurs, it is the individual's responsibility to immediately recommence their donations on their return by either contacting payroll or recommencing their direct debit payment. Individuals on a 'donation break' can still apply for a grant from the charity.

11.3 Where anyone in the defined group takes a career break, they will remain eligible providing that they continue to make the weekly donation which the individual will require to organise with the charity and must be made by direct debit. On their return, the individual must make arrangements with their Force to recommence payroll deductions where this is applicable.

12. Registration Grant

12.1 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, providing eligibility continues:

13. 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 or college.

(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 can be back dated 24 months to the date of the application being received at The Police Children's Charity or to the date of the event giving rise to the application, whichever is the most recent.

14. Seasonal Gifts

14.1 A seasonal gift will be awarded twice yearly. The values of the seasonal gifts will be reviewed at not less than two yearly intervals.

15. Birthday Gift

15.1 From 1 January 2024, beneficiaries will receive a birthday gift of £150 from the Charity, this will end on their 18th birthday.

16. Ex-Gratia Grants

16.1 Support is available to current beneficiaries towards one-off needs e.g., IT equipment for school or musical instruments. All beneficiaries who wish to apply for an Ex-Gratia Grant should submit an application including a full justification, including costs and any proposed personal contribution that they might wish to make themselves.

17. Driving Lessons Grant

17.1 From 1 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

18. Child Counselling Grant

18.1 From 1 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

19. Leavers Grant

19.1 From 1 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.

20. Higher Education Grant

20.1 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.

21. Grants Available to All

21.1 From 1 January 2020, the Trustees approved Child Counselling and Ex-Gratia grants to support the mental health and wellbeing of the children of individuals within Eligible Groups.

22. Child Counselling Grant

22.1 Financial support is available to eligible individuals who need to access counselling to support a child 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.

23. Ex-Gratia Wellbeing Grant

23.1 Financial support is available to eligible individuals who need additional support for a child. Ex-gratia wellbeing grants are normally restricted to £2,000 per child however in exceptional circumstances this amount can be increased at the discretion of the Trustee's. Trustees will not consider any application for diagnostics or medical assessments.

24. Applications

24.1 The administration surrounding the application process should ensure:

(a) Applications are processed efficiently, with probity and integrity in the collection and consideration of information and validation, of potential beneficiaries.

(b) When applying for a grant from TPCC you should declare any other payment or grants you are receiving or currently applying for from any other charitable organisations on the original claim form. Any further grants received should be disclosed.

(c) Applicants are updated on the progress of their application.

25. Annual Financial Circumstances Review

25.1 A financial circumstances review will be conducted annually, and beneficiaries must complete a self-assessment Financial Circumstances Form each year to ensure the continuation of any benefit.

26. Appeal Process

26.1 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 appeal. 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), to the Chair of the Board of Trustees who will review the application.