Fundraising is all about having fun and raising some money but it’s really important that this is done in safe and legal manner.

As Hope and Homes for Children is not responsible for organising, supervising or hosting your fundraising initiative, it falls outside the scope of our insurance cover and so Hope and Homes for Children cannot accept any liability for loss, damage, death or personal injury arising from the event. It is the responsibility of the event organiser to comply with legal and safety regulations and both the organisers and participant’s need to be aware that their involvement is at their own risk.

Here are some basic guidelines about what you might need to do and where to find the advice you need.

**Health and safety risk assessments**

To ensure a safe event please consider the following:

1. Carry out a risk assessment. A risk assessment is a legal requirement. It is a written record of what you need to do to prevent harm coming to people at your event. Please contact us for a template risk assessment or visit The Health and Safety Executive website ([www.hse.gov.uk](http://www.hse.gov.uk)) which provides a wealth of free advice.

2. Think about first aid provision. For more advice contact your local St John’s Ambulance branch.

3. Consider any hazards that may be a problem at your venue. Make sure there is fire-fighting equipment available and you have evacuation procedures in place.

4. Consider any hazards specific to people with disabilities – access, facilities etc. Visit the British Council of Disabled People website to find out more, [www.bcodp.org.uk](http://www.bcodp.org.uk)

5. Check out the public liability insurance held by the venue and the insurance held by any contractors you may be using.

6. If you are carrying money around, always consider personal security – use a safe route, be accompanied if possible, or carry a personal alarm.

7. Contact your local council for any necessary permissions, licensing, trading standards, and health and safety issues. Contact the police if you are planning an event in a public place, for example, if the event is to be held on public roads and could cause traffic disruption.

**Food and drink**

When serving food at an event, you need to adhere to the Food Safety Act which states that anyone who sells or processes food does so safely and hygienically. You must always ensure that the food you are providing has been prepared hygienically, cooked thoroughly and stored at the appropriate temperature. For more information visit the Food Standards Agency website ([www.food.gov.uk](http://www.food.gov.uk)).

If you are selling alcohol at your event you will need a licence. It could be that the venue you are using already holds the documentation needed. If not, you will have to apply to your local magistrate’s court for a temporary liquor licence.

**Entertainment**

If your event involves live or recorded music, dancing, showing a film or performance, an indoor sporting event, or any entertainment of a similar nature, you may need a licence. Your venue may already hold the appropriate licence, but if not please contact your local authority.
Raffles and lotteries

These are subject to very strict and complex laws – therefore please contact us or consult the Institute of Fundraising website (www.institute-of-fundraising.org.uk) before organising a raffle or lottery. As a guide:

1. Small private raffles, like those held at a dinner dance or a jumble sale where there are no cash prizes, don’t need a licence.

2. Any lotteries or raffles being organised where tickets are sold before the event will need a licence. There are also restrictions on the prize values, the amount of expenses that can be charged and the way the activity is organised.

Collections

Organising a street collection is a fantastic way of raising funds. It is fairly simple, very low cost and you will be amazed how quickly all the change adds up. However, there are a few rules you must follow when doing this:

- Public collections take place in a publicly owned place and are governed by strict legal requirements. They must be licensed by the Local Authority.
- Private collections take place on private property and do not need the permission of the Local Authority; only the permission of the owner of the premises concerned (e.g. pub, supermarket).
- Anyone collecting money in public must be over 16.
- Collection cans and buckets must always remain sealed whilst you are carrying out the collection and display the official Hope and Homes for Children label.

We can provide you with collection tins and buckets for your event and further guidelines on carrying out collections.

Money handling and keeping safe

Here are some best practice guidelines for collecting money or accepting cash donations at events:

- Do not do a collection on your own
- Always tell someone where you are
- Collect cash using secure, sealed containers
- Count cash in a secure environment
- Cash should be counted by two people
- Bank the money as soon as possible

Children at events

Remember to think about children at your events. All children under the age of 18 should have permission from a parent or guardian to participate in your fundraising activity and all children under the age of 16 should be accompanied by an adult.

Insurance

Think about the type of insurance that needs to be in place before you start planning your event. Any event involving the public requires public liability insurance. Check whether the venue has public liability insurance that will cover your event, if it doesn’t you may need to take out your own insurance. If you are unsure contact your Local Authority.
Data protection

Make sure any electronic or paper records you keep about people involved in a fundraising event complies with the Data Protection Act. As a rule of thumb, don't keep information about people any longer than you have to, and don't share information or data about someone without their permission. If in doubt please contact us for more information.

Fundraising materials

Any fundraising materials you produce and use, should by law, include our name and registered charity number - Hope and Homes for Children is a registered charity (No. 1089490). Please contact us to request a copy of our logo and brand guidelines.

If you are creating your own publicity materials please make it clear that you are fundraising in aid of Hope and Homes for Children but that you do not represent the charity. Suggested wording would be “Name of volunteer/event” raising funds in aid of Hope and Homes for Children.

If you have any questions or need any additional information please contact the Community Fundraising team on 01722 790111 or email community@hopeandhomes.org.

Thank you, good luck and most importantly have fun!