

# Believe in children



# Barnardo's

## Keep it safe and legal

### Some essential tips to your fundraising activity

#### ***How to keep it legal***

It is important that you ensure that any activity you run to fundraise in aid of Barnardo's is legal and safe for you and the public taking part.

Here we give you some basic advice. For further information on various aspects of your activities we suggest you contact a relevant body, i.e. your local Authority, the Police, the Trading Standard Office, and the Council for Voluntary Action.

#### ***Raffles & Lotteries***

Small raffles held as a part of a larger event are acceptable as long as ticket sales and the announcing of results take place during the event and there are no cash prizes.

National laws regulating lotteries and raffled are very complex. Before undertaking them please read the advice of the Institute of Fundraising ([www.institute-of-fundraising.org.uk/informationaboutfundraising/forthepublic](http://www.institute-of-fundraising.org.uk/informationaboutfundraising/forthepublic) )

#### ***Do you need a licence?***

If you plan to collect in any public place you will need a Barnardo's collector licence. You will also need a licence from your local authority for any of the activities listed below:

- music and dancing
- sale of alcohol
- extended hours
- provision of food or drink
- copyright and royalties for drama or film shows
- collecting money or selling goods in a public place

### ***and remember...***

- Get parental permission for children to help at your event.
- It is illegal to sell cigarettes, alcohol, solvents or knives to children.
- If your event is on private property, get permission from the owner/manager.
- Please do not collect money from door to door. This is illegal without a licence from your local authority.
- People collecting on your behalf must be aged 16 or over.

### ***How to keep it safe***

Here is a check list to help you think through the safety of your activities. Remember, Barnardo's cannot accept liability for accidents.

#### **Venue**

- Ensure the venue is suitable for your event and does not exceed the safety capacity of the venue.
- Check there are adequate facilities for disabled people.
- Make sure that your event is adequately supervised or marshalled.
- Ensure that fire exits must be free from obstructions at all times and that there is enough space for safe evacuation of the site.

#### **Equipment**

- Ensure all portable electrical equipment has been tested and is safe to use.
- Ensure all equipment is in good repair, has been tested and is safe to use. It should only be operated by competent people.

#### **First aid and emergency measures**

- Ensure you have adequate emergency and first aid procedures for your type of event.
- Make sure you know where turn-off valves and fire extinguishers are located.
- Make sure there is a telephone available.

#### **Food and refreshments**

- If you sell or process food you are legally responsible to do so safely and hygienically. Useful reading for all food handlers are the Guide to Food Hygiene and Beat the Barbecue Bugs by the Food Standards Agency.  
([www.food.gov.uk/multimedia/pdfs/foodhygieneguide.pdf](http://www.food.gov.uk/multimedia/pdfs/foodhygieneguide.pdf))  
([www.food.gov.uk/multimedia/pdfs/barbecue\\_bugs\\_final.pdf](http://www.food.gov.uk/multimedia/pdfs/barbecue_bugs_final.pdf))
- Label food which contains nuts or other allergens.
- Keep children and animals out of food preparation areas.

#### **Children**

- Ensure children are adequately supervised and if necessary make provision for lost children at your event.

- Never allow children under 16 to collect money from the public without an adult.

### **Money matters**

- Keep money in a lockable box.
- Take care of your personal security when carrying money. If possible, don't go alone.
- Only collect sponsorship or donations from people you know and trust.

### **Waste**

- Finally, don't forget to dispose of any rubbish or waste material safely!
- Avoid use of hazardous cleaning chemicals. Provide protective clothing where appropriate.
- Try to recycle as much as possible.

### **Health and Safety at Work Act**

- Remember that the Health and Safety at Work Act 1974 applies to volunteers as well as to paid workers.
- You will need to consider whether and how your event could be harmful – to organisers, guests, volunteers, and the public – and think how you can minimise any risk.

### **Insurance**

- As Barnardo's cannot accept responsibility for accident, injury, loss or damage as a result of your event, we strongly recommend that you check that you have adequate insurance (e.g. public liability insurance) and that you take all reasonable steps to ensure the safety of all concerned.