



Keep it legal & be safe

The small print here is a **big deal** to us.

Believe in
children
 Barnardo's

We want you to have a fabulous time fundraising. Most importantly, we want you to **be safe** and keep your fundraising on the right side of the law.

As the organiser of an event, you're responsible for keeping everyone who's involved in your event as safe as possible at all times. Plan ahead, and you'll get things right.

Keep it legal & be safe

Don't worry, it's not as daunting as you might think. We've put together these handy guidelines to help you ensure your event is safe, legal and everyone has an amazing time. So settle down, make yourself comfortable and read the rules of Fundraising.

Venue

- Ensure the venue is suitable for your event. Make sure there is adequate lighting, sanitary facilities and it is accessible for all.
- Do not exceed the safety capacity of the venue.
- All exits must be free from obstructions at all times in the occasion of an evacuation.
- Check if there is adequate parking and if there is a need for stewards.
- Ensure your event is adequately supervised or marshalled and provide new or inexperienced helpers with information and instructions.



Equipment

- Ensure all portable electrical equipment has been tested and is safe to use.
- Use equipment safely to avoid trailing cables.
- Ensure all equipment is in good repair and is operated by people who are competent to use it.
- Check the stability and strength of trestle tables before piling them on.
- Avoid lifting heavy loads – provide trolleys where appropriate.



First Aid and emergency measures

- Ensure you have adequate emergency and first aid procedures for your type of event (eg: what will you do in the event of a fire?). Do notify the emergency services in case of any emergencies.
- You may need a first aider present or at least a well-stocked first aid box.
- Make sure there is a telephone available.
- Make sure you know where turn-off valves and fire extinguishers are located.



Food and refreshments

- It is the legal responsibility of anyone selling or processing food to do so safely and hygienically, so ensure that at least one helper has a foundation level food hygiene certificate. Ensure all food handlers have read the NHS guide on the Prevention of Food Poisoning.
- If there is BBQ food, follow the guidance on the Food Standards Agency's leaflet Beat the Barbeque Bugs.
- Label food which contains nuts or other allergens.
- Keep children and animals out of food preparation areas.
- Provide appropriate protective clothing (plastic gloves, aprons, etc).



Children

- Do not allow children under 16 to collect money from the public without an adult.
- Ensure children are adequately supervised.
- Make provision for lost children at your event, if applicable.



- It is the responsibility of those joining in activities to ensure that they are fit enough to take part.
- Barnardo's cannot accept responsibility for accident, injury, loss or damage as a result of your event.

Money matters

- Keep money and fundraising equipment in a lockable box.
- Take care of your personal security when carrying money. If possible, don't go alone. Make sure that no one puts their personal safety in jeopardy by tackling a thief.
- Only collect sponsorship in a safe environment.



Legal guidelines

- The advice given in this section is clearly intended to provide general guidance only and to that extent the information conveyed is accurate.
- Any fundraising materials you use should say: In aid of Barnardo's, Registered Charity No. 216250 and SC037605.



Waste

- Do dispose of any rubbish or waste materials safely!
- Avoid use of hazardous cleaning chemicals. Provide protective clothing where appropriate.



Raffles and Sweepstakes

- The Gambling Commission requires us to meet certain criteria so there are different guidelines you need to follow, however big or small your raffle is. Just get in touch if you're thinking of holding a raffle and we can talk you through what you need. You can also find our [raffle guidelines](#) on our website.
- Sweepstakes are another way of raising money and we've got sweepstake grids all ready for you! Let us know if you'd like to hold one and we'll be happy to help.



Health and Safety at Work Act

- The Health and Safety at Work Act 1974 applies to volunteers as well as paid workers.
- You will need to consider whether and how your event could be harmful to organisers, guests, volunteers and the public. Think how you can minimise risks.



Licenses

You need a license for the following:

- Music and dancing
- Sale of alcohol
- Extended hours
- Provision of food and drink
- Copyright and royalties for drama or film shows
- Collecting money or selling goods in a public places.



Insurance

- We strongly recommend checking you have adequate insurance (e.g. public liability insurance) and that you take all reasonable steps to ensure the safety of all concerned.



You will also need to have a Letter of Authority issued by Barnardo's, please call 0800 008 7005 for one.



Further points to consider

- It is illegal to sell cigarettes, alcohol, solvents or knives to children.
- Remember to get parental permission for any children helping at your event.
- If your event is on a private property, you will need to get permission from the owner/manager and also have a Letter of Authority from Barnardo's.
- Please do not collect money from door to door. This is illegal without a license and Barnardo's organises this nationally – please call us if you would like to get involved.



When collecting funds, be aware that everyone's situation differs in their ability to give. So please read through our vulnerability statement http://www.barnardos.org.uk/donate/fundraisingpromise/vulnerable_person_policy.htm

For further information, please call our Supporter Relations team on 0800 008 7005 or email supporterrelations@barnardos.org.uk

Barnardo's believes in **stronger families,**
safer childhoods and **positive futures** for
vulnerable children and young people.

If you need further information or other fundraising
activities and events – please visit our website:

www.barnardos.org.uk/fundraise.htm



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