



KEEP IT LEGAL & BE SAFE

The small print here is a big deal to us.

BARNARD'S

Changing childhoods. Changing lives.

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.

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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. This page covers the most important things you need to consider when organising your activity but please note that this is guidance and not formal advice.

Venue

An exciting first step in planning your event is choosing your venue, but it's also important that you make sure the venue is suitable for your event and that you do not exceed the safety capacity. Some things to think about when choosing a venue:

- Check if there is adequate parking and if there will be a need for stewards.

- Make sure there is adequate lighting, sanitary facilities and it is accessible for all.
- During the event make sure that all exits are always free from obstructions.



Risk Assessment

An important part of planning for your event is completing a risk assessment. This involves a careful examination of what could cause harm, to who, and allows you to weigh up whether enough precautions are in place or whether more needs to be done to prevent harm occurring. Although this may sound daunting, there is plenty of guidance to make this quick and simple to do. We've included a few key points below as well as links to a template you can use for your risk assessment.

Once completed, a risk assessment provides:

- vital information for those involved in the risk management of the event.
- A list of control measures to reduce or eliminate risk.

- A means of tracking actions and action plans e.g. action to take if the weather changes during your event.
- A written record of what has been done to control risk. This can be used to prove to any enforcement agency and/or court of law (in both civil and criminal proceedings), that you have carried out a risk assessment and put in place effective controls.



Please visit the [Health and Safety Executive](#) website for more information on running your event safely, you can also download a [risk assessment template](#) from their website.

Children & Vulnerable Adults

You need to consider children and vulnerable adults as part of your risk assessment and must make sure that children are adequately supervised and have the permission from their parent/guardian to participate.

If children and vulnerable adults are likely to be present at your event, you should carry

out appropriate checks on adults involved in helping with the running of the event. You can find out more information on the Government's [Disclosure and Barring Service \(DBS\)](#) webpage. Please also read our [Vulnerable Persons](#) statement.



First Aid

Some events may need additional First Aid cover and you can get advice from a professional medical company such as St John's Ambulance about what type you should have at your event. The level of cover will depend on a number of factors, included but not limited to:

- type of event you're organising and risk involved
- number of people likely to attend
- the age of people attending
- event location
- event length
- how near the venue is to medical facilities.



Insurance

If your event involves members of the public or is in a public venue, you will need to have Public Liability Insurance. It's a good idea to check with the venue first as their insurance may already cover your event. If not, you can speak to your home insurance provider as they may be able to offer the necessary cover.

Please ensure to make it clear on all promotional materials that your event is organised **in aid of** Barnardo's, a registered charity in England & Wales (216250) and Scotland (SC037605).

Please note that as this event is not organised or controlled by Barnardo's, we cannot take any responsibility for the event or activity. Barnardo's will not be liable for any injury, damage or loss that might occur as a result of your fundraising activity and therefore it is important that you have the correct insurance in place to cover these incidents.



Equipment

Ahead of your event, you should make sure that all equipment is in good repair and is operated by people who are competent and where applicable, insured to use it.



Licenses and Permissions

There are certain activities that require a licence, for example, if you've got entertainment planned, are serving alcohol, or holding a lottery or raffle you might need a licence. It's a good idea to speak with your venue first as their licences may cover your event. If not, speak to your local authority to find out what licences you will need and whether a temporary event notice will cover it.

If you are thinking of organising a cash collection, please note that you need to get

the permission from the property owner first, whether that's a pub, shop, or any other private property.

You also **must not** organise a street or door to door collection as these require additional permits issued by the charity and/or councils. Please contact Barnardo's if you would like to hold a collection in a public space.



Data Protection

You should avoid collecting and storing other people's data where possible, but there may be times when you ask for personal details, for example email addresses, to share crucial event information. However, you must make sure that any data you gather and hold about

people attending/involved in your event is kept safe and complies with the Data Protection Act and the General Data Protection Regulation. You can visit the Information Commissioner's Office for further information and guidance on this.



Media Permissions

No doubt, you'll want to share photos from your event to shout about its roaring success afterwards. But remember, you will need to get permission from anyone that is featured in photos or videos of your event. It's a good idea to ask those attending to sign a media consent form beforehand. Alternatively, you can offer an 'opt-out' option to make sure that people attending know that filming and/or photography is taking place, and what they

need to do if they do not want to be featured.

Handy tip! If there are people that don't want to be photographed attending your event, you can hand out coloured stickers for them to wear during the day. If you have a photographer, that will help them easily spot anyone that hasn't given their consent.



Cash Handling

For most events, you may have to accept money on the day of your event e.g. sponsorship money. Even if you've collected money online beforehand, some of your guests might bring extra donations along on the day. If this is the case here are some tips:

- Have a minimum of two people always present when money is handled and counted.
- Use suitable containers to hold the money e.g. a lockable cash box or sealed container.

- Provide receipts for payments and donations received.
- Always use a safe route and be with someone or carry a personal alarm.
- bank the money as soon as possible
- Stay safe. Make sure that everyone responsible for handling money during or after your event knows what to do if they are confronted by someone demanding the money. They should hand it over straight away, not put up a fight and report the matter to the police.



Some other things to consider

You may be thinking of organising professional activities or services during your event that are covered by a Code of Practice to ensure they are provided safely. You should ensure that anyone you contract to provide these services confirm that they follow these Codes of Practice and/or guidance:

- [Bouncy Castles](#)
- [Face Painter's Association Code of Practice](#)

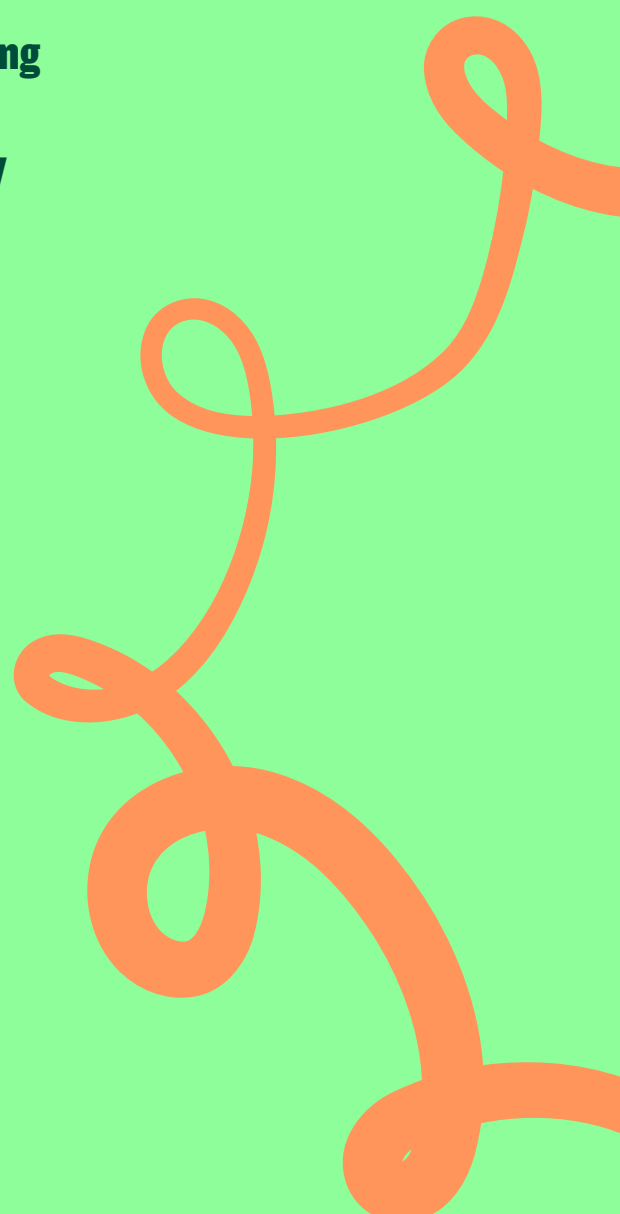
We ask that you do not organise a balloon release as part of your fundraising event.

You can find out more about fundraising requirements in the [Fundraising Regulator's Code of Fundraising Practice](#).



For further information, please call our Supporter Care team on 0800 008 7005 or email [**supportercare@barnardos.org.uk**](mailto:supportercare@barnardos.org.uk)

**If you need further information or other fundraising activities and events - please visit our website:
www.barnardos.org.uk/get-involved/raise-money**



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All images are posed by models to protect the privacy of the families we help.

barnardos.org.uk

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