

KEEPING IT LEGAL AND SAFE

You are responsible for ensuring your fundraiser is carried out legally and safely.

When you organise your own fundraiser, it's always important to think about health and safety. You are encouraged to consider this carefully beforehand as Christian Aid cannot accept liability for anything that happens during your fundraising activity. Below are links to various websites where you can find out more.

Insurance

Christian Aid is not responsible for arranging insurance. You must ensure that you have an appropriate level of insurance in place for the fundraiser you are carrying out.

Check whether the venue or organiser has their own insurance which will cover what you are planning – they will in any case want to know what you have in mind. As a minimum, you need to ensure that you have public liability insurance for any fundraiser in which members of the public will participate.

If you are organising your fundraising activity at work, you must comply with the Health and Safety at Work Act 1974 – available at www.hse.gov.uk

Alcohol and public entertainment licence

There are a number of activities for which you will need a licence, and you should check carefully on the relevant websites when you are planning a fundraiser to make sure you have covered the licensing requirements.

For example, licences or permissions will be required for:

- selling alcohol
- public entertainment.

The venue provider or organisation you are working with to carry out the fundraiser may already have the relevant licence – if so, ask to see it or get confirmation in writing.

To find out about regulations relating to the sale of alcohol, the supply of hot food or drink late at night or live music, the Department of Culture, Media and Sport (www.culture.gov.uk) or your local authority can offer guidance.

Photography permission

Please make sure that when you take any photos that feature children prominently in your fundraising activity, you gain permission from the parent or guardian of the children for the photos to be used. Christian Aid will assume that the necessary permission has been obtained when receiving any photography from fundraising activities. These may be used on the Christian Aid website or in publications.

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Raffles, lotteries and prize draws

If you decide to hold a raffle as part of your fundraiser there are certain rules to which you must adhere. If you hold a private raffle during your activity but this is not the main focus of the event, you can run it without a licence. No more than £250 can be spent on buying raffle prizes, but no limits apply to the value of donated prizes.

If you hold a larger raffle that is open to the general public, it must be registered with the local council. Please note that Christian Aid does not have a licence to sell raffle tickets in a public place. More information is available from the Institute of Fundraising at www.institute-of-fundraising.org.uk

First aid

Please make sure there is adequate first aid available at your fundraiser. For England and Northern Ireland, contact St John Ambulance at www.sja.org.uk, for Scotland contact St Andrew's First Aid at www.firstaid.org.uk and for Wales, contact St John Wales at www.stjohnwales.co.uk

Food hygiene

This is vitally important. No one likes an upset stomach, especially as a reward for raising money for charity. Please take great care when handling food and work to basic rules for safe preparation, storage, display and cooking. Make sure your event is unforgettable for the right reasons!

A Food Standards Agency booklet, *Preventing Food Poisoning – Good Hygiene at Home*, can be downloaded from www.food.gov.uk

Further information can be found on the website: www.eatwell.gov.uk/keepingfoodsafe and from your local authority.

Collections

- Public collections are donation collections that take place in a publicly owned place. Public collections are governed by strict legal requirements and must be licensed by the relevant local authority.
- Private collections are collections on private premises and do not need the permission of the local authority; only the permission of the owner of the premises concerned (for example, the pub or supermarket).
- Please contact the Institute of Fundraising for further information at www.institute-of-fundraising.org.uk/about+fundraising/information/charitable-collections

If you would like specific advice, please contact us at events@christian-aid.org and we will be happy to help and, at the very least, point you in the right direction to help you find the information you need.

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