

## Keeping it Safe and Legal Document

**We want to support you, so before you start please check these guidelines:**

### Keeping it legal

Some methods of fundraising are restricted by local or charity law. Below you will find some basic guidelines to consider when organising your fundraising activities.

**Collecting boxes:** The law requires that boxes should be sealed and numbered. This is to reassure people making donations that their money will find its way to the intended charity. Boxes without seals, or with damaged seals, also look unprofessional and do not reflect well on the Deaf Academy. We can provide you with replacement seals. If you need to open a collecting tin, make sure at least two people are present. Count and record the money using a Deaf Academy counting form.

**Collections:** You must have a licence or permit from your local authority if you want to hold a street collection, house-to-house collection or any other collection in a public place. Collections in pubs, factories and offices are counted as house-to-house collections, so you also need a permit for them.

**Raffles and lotteries:** If your raffle or draw is held within a 24-hour period, is in one single venue and is part of another event, you can use cloakroom tickets. Tickets should never be sold for more than £1 each and each ticket should cost the same amount. If your raffle lasts longer than 24 hours you will need a local lottery licence and printed tickets, as there are things that must be legally printed on each ticket. Contact the Deaf Academy for further details.

**Selling alcohol** If you plan to sell drinks like beer, wine or spirits at your event you'll need a licence from your local council.

**Live music:** If you're planning to have a band or singer perform at your event you'll need a licence. Check with your venue as they might already hold a licence you can use.

**Correspondence and publicity material:** When you're writing to anyone about your event or producing any publicity items, remember to include the Deaf Academy's registered charity number. Please use these exact words: Registered charity number 1124523.

### IS IT SAFE?

The Deaf Academy really appreciate your support, but we want you to be safe. Always plan an event carefully and well in advance. Your fundraising doesn't have to be complicated to be a success, but it should always be fun!

**Food safety:** Whenever food is sold at events there should be adequate facilities to prepare and serve food safely. Food handling procedures should avoid exposing food to risk of contamination. Food handlers must receive adequate training, instruction or supervision.

### **Risk assessment & First Aid:**

We advise you to identify any potential accidents or hazards before you decide to hold an event by completing a risk assessment. The Health and Safety Executive provide some excellent free resources, including their guide 'Five Steps to Risk Assessment' and a template for you to use. You can download these resources from: [hse.gov.uk/risk/fivesteps.html](https://hse.gov.uk/risk/fivesteps.html) It's also a good idea to consider first aid facilities as part of the risk assessment process. These may range from having a first aid kit on hand at small events to having a person available with a formal first aid qualification or 'partnering' with a voluntary first aid organisation such as St John's Ambulance or the British Red Cross.

**Security:** Make sure your venue is safe and decide whether you'll need crowd control measures. Consider carefully what security arrangements you'll need, particularly if you're carrying money around or if there will be large amounts of money at the event.

**Public liability insurance:** The Deaf Academy is unable to accept any liability or responsibility for anything that might happen to people or property as a result of your fundraising activity. If you are planning an event that involves the general public you will need to get public liability insurance. The Deaf Academy suggests you contact your own insurance broker to check that you are covered to undertake your fundraising. If you are holding an event at a place which has public liability insurance (like a school or workplace) you should check the cover with them in case you need to secure extra cover.

### **Are children or vulnerable people involved in your event?**

As a charity supporting children and vulnerable young adults, we take safety very seriously. If children or vulnerable people are going to take part in your fundraising event, there are some things that we would like to bring to your attention for their safety and your protection. Do not hold an event which specifically encourages children to attend without their parents, or for vulnerable people to attend without adequate support. You need to make sure the environment is safe for them Think about any potential risks such as cars, equipment, doors, toilets, facilities for lost children or vulnerable adults, etc.

If you have asked other adults or organisations to provide a service at your event for children, e.g. Punch and Judy, a bouncy castle etc, check their insurance safety certificates and ask for references and their Disclosure and Barring Service (DBS) check.

Do not take photographs of children without their parent's permission.

Do not allow children to enter raffles, competitions or games where the prize is alcohol.

Further information about fundraising guidelines can be found at the following websites: The Charity Commission [gov.uk/charity-commission](https://gov.uk/charity-commission)

Institute of Fundraising [institute-of-fundraising.org.uk](https://institute-of-fundraising.org.uk)

The Fundraising Regulator [fundraisingregulator.org.uk](https://fundraisingregulator.org.uk)

And finally... Thank you for your support and for helping to change young Deaf lives. Enjoy your event and if you need any help please get in touch [fundraising@thedeafacademy.ac.uk](mailto:fundraising@thedeafacademy.ac.uk)