

# HOW TO KEEP YOUR FUNDRAISING SAFE, LEGAL AND FUN

Thank you so much for choosing to support Tearfund. It's thanks to amazing people like you that we're able to continue bringing hope to those who need it most. Whatever you do, your fundraising will help lift people out of poverty. As you plan your fundraising, here is a list of things to help you think about how to keep your fundraising safe, legal and, of course, fun!

## Health and safety

Whether you're taking part in or organising a sponsored walk, coffee morning, personal challenge or any other fundraising activity, you will need to consider any potential risks to organisers, guests, volunteers, helpers or the general public, and think about how you can minimise the risk.

*Please note: Tearfund cannot accept any responsibility for accident, injury, loss or damage as a result of your fundraising event.*

## Risk assessments

- You should conduct a risk assessment to ensure that you have proper plans for the safety of participants. We have an editable risk assessment form, which you can download from [www.tearfund.org/fundraise](http://www.tearfund.org/fundraise). If you need more information, consult the Health and Safety Executive – [www.hse.gov.uk](http://www.hse.gov.uk)
- If you are organising a large event, please contact [teamt tearfund@tearfund.org](mailto:teamt tearfund@tearfund.org) to discuss the process of completing a detailed risk assessment.
- Ensure that all participants are fully briefed about the event, including (where relevant) any risks, fitness requirements, special equipment or clothing required, and standards of behaviour expected.
- If you are taking part in or hosting a sporting or active event, it is the responsibility of each individual to ensure they are fit enough to take part.

- It is important to ensure that your event is properly and adequately supervised.

## Children

Where children are included, it's important that you:

- provide proper adult supervision
- check that the child's parents/guardians have given permission for their child to take part
- carry out appropriate background checks if adults are to have unsupervised access to children
- consider what insurance cover you need for your event

## Insurance

Tearfund cannot accept any responsibility for accident, injury, loss or damage as a result of your fundraising event. We strongly recommend that you have adequate insurance (eg public liability insurance), and that you take all reasonable steps to ensure the safety of all concerned.

## Licenses

Check whether you need any special licence, eg a public entertainment licence or a licence to sell alcohol. There is more information about 'entertainment licensing' on the Government website at [www.gov.uk](http://www.gov.uk), or contact your local authority who will be able to tell you what licence is required for your particular event.

## Food hygiene

- If you are serving food at your event, the Food Standards Agency – [www.food.gov.uk](http://www.food.gov.uk) provides guidelines for preparing, handling and cooking food.
- Make sure you consider hygiene and food allergies.
- If you are using a caterer, make sure that they have a Food Hygiene Certificate and Public Liability Insurance.

## Fundraising materials and publicity

- All of your fundraising activities and materials should make it clear that you are fundraising in aid of Tearfund, but that you do not represent Tearfund. If you are using our logo, it should be used with the statement: '[name of volunteer/ group]: raising funds in aid of Tearfund'.
- If you produce any fundraising materials, they should be labelled with 'In aid of Tearfund, Registered Charity No. 265464 (England & Wales) Registered Charity No. SC037624 (Scotland)'.

## Collecting money

- To collect money in a public place, eg carol singing in your local supermarket, you must get permission (and in some cases, a formal licence) from either the local council, police, shopping centre, supermarket or other landowner and from Tearfund.
- Door-to-door collections are illegal without a licence and we do not have fundraising resources to support this or other on-the-street fundraising.

## Handling cash

- Collect cash using a secure container, eg a sealed container for a collection or a secure cash box for change. Never leave cash unattended.
- At least two people (unrelated) must be assigned to collect, count and record all cash handled at your event. All cash must be counted in a secure environment.
- Take care when carrying money around or taking it to the bank. Use a safe route and always go with someone else and/or carry a personal alarm.
- You must ensure that any fundraising money is banked as soon as is practicable.

## Transfer of funds

All money raised in aid of Tearfund must be sent to us within four weeks of collection. Expenses must not be deducted from the sums collected unless you have approved this with us, provided us with a receipt, and made this clear to your sponsors or donors.

## Have fun

Most of all, make sure you have fun! Fundraising provides a great opportunity to complete a personal challenge, put on an event in your community or team up with friends, all for a good cause. Our fundraising team is here to support you, so don't hesitate to contact [teamtearfund@tearfund.org](mailto:teamtearfund@tearfund.org) if you have any questions.

**The advice given here is clearly intended to provide general guidance only and to that extent the information conveyed is accurate at the time of writing.**

# tearfund

[www.tearfund.org](http://www.tearfund.org)

100 Church Road, Teddington TW11 8QE

T 020 3906 3906 E [teamtearfund@tearfund.org](mailto:teamtearfund@tearfund.org)

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