



# Charlie Dog's Fundraising Health & Safety

**Arranging a fundraising event is a fantastic way to support Charlie House, however, for your event to be the greatest success, please consider the following advice which will help you to fundraise safely and within the law.**

## Age

Best practice suggests that, to ensure the highest confidence in the security of personal data, fundraisers who are handling financial information and/or any sensitive data should be at least 18 years of age. If you are under 18, please check with your parents or guardians that it is ok for you to participate in a fundraising event.

## Children

Where children are involved, please ensure that your event is adequately supervised, including:

- Providing appropriate adult supervision
- Ensuring the child's parents or guardians have given permission for them to take part in the event
- Ensuring all adults who have unsupervised access to children have been appropriately checked and in possession of relevant, legal documentation i.e. PVG

## Insurance

Please ensure that you have the relevant insurances to cover your event. This may include public liability insurance, amongst others. Ensure that your event is organised efficiently and safely.

Charlie House cannot accept responsibility for your event nor for anyone who participates in it.

## Location

For any location you are organising an event, you should conduct a risk assessment which covers staff, volunteers and the public/guests. Ensure that plans are in place for crowd control and the safety of participants. Please also ensure you ask permission from the owners before holding events on private property.

## Event Sponsors

Only ask people and businesses that you know and trust to sponsor you, or to become involved in organising your event.

## Raffles

If you are thinking of holding a raffle for your event, please check the rules with your local authority, as the rules can be different in neighbouring authorities. Depending on the type of raffle you are holding, you may need a licence.

## Collections

House to house collections are illegal without a local authority licence. You must also have a licence to hold collections in the street. We would recommend organising a fundraising event.

## Questions?

If you have any questions about the health and safety of the event/activity you are organising, please do get in touch and we can gladly offer our guidance on how to ensure your fundraiser is run safely and within the law.