

#TheCrewFundraising Guidelines

We really appreciate your interest in fundraising for the Children's Air Ambulance. It's your kindness that will keep our helicopters in the sky, saving the lives of those we fly! However, we do want to make sure the fundraising is safe and fun for everyone involved. These guidelines are also intended to help you ensure your activities abide by the Fundraising Regulator's Code of Practice which was developed to help charities and their supporters do just that. Please read these guidelines before undertaking any fundraising activity to ensure your plans are safe and legal.

- If you or others taking part in fundraising are under 18, please check with parents and/or guardians before undertaking any fundraising events. Parents/guardians may have to provide written permission for you to take part.
- Be careful if you are handling money. Once your event is complete, please ensure you give any money you have raised/collected to a trusted adult for them to send on to us.
- Young people under 16 must not carry out door-to-door collections regardless of whether they are supervised by an adult. You must not allow anyone under the age of 16 to carry out a street collection, except in London where, if you have special permission, you can use street collectors aged 14 or over. Always check with your relevant local authority prior to any collection.

Club leaders, teachers and parents/guardians

- Always obtain the written permission of parents or guardians before involving young people (aged under 16) in any fundraising events.
- Take extra care where children are involved in fundraising events. There must be adequate supervision and their health and safety is a priority. Be vigilant at all times to protect young people from risk. Ensure that any applicable risk assessments and Disclosure and Barring Service checks (on relevant supervisors) are undertaken.
- Take time to inform us and include any children/young people involved at all stages of planning and carrying out fundraising events – and in celebrating successes afterwards!

General advice

- Be safe! Don't do anything illegal or dangerous. Do try to take reasonable care of the health and safety of both yourself and other people.
- Consider how any planned fundraising events could affect other people. If you are unsure, please check with your local authority or contact The Air Ambulance Service who can help and offer advice.
- Check that you have adequate insurance i.e. if you are organising an event to be held at school, check that you have adequate public liability insurance cover. Children's Air Ambulance expressly excludes all liability, to the fullest extent permitted by law, for death/personal injury, damage and/or any third party claims caused or sustained in whole or in part as a result of any fundraising event held in aid of Children's Air Ambulance. People taking part in individual fundraising events must ensure they are fit to take part. If you are organising a fundraising event please remember that you must take reasonable steps to ensure that the event is safe and the participants are fit to take part.
- Ensure that any venue being used has been checked for health and safety hazards by carrying out a risk assessment, and that there are adequate emergency, first aid and evacuation procedures in place. Always make provision for lost or injured children at fundraising events.
- If the event involves the sale of alcohol or singing or dancing, you will need to check with your local authority whether you need a Public Entertainment Licence or Liquor Licence (unless your venue already holds one). Alcohol must not be sold, bought or won by anyone under the age of 18.

Quizzes and competitions

If you are organising a quiz or competition that genuinely relies on skill, judgement or knowledge to determine the outcome, no registration is required. There is no limit to the prizes that can be offered, but please always ensure the prize is suitable and organisation is fair.

Raffles and lotteries

There are strict laws relating to all lotteries and raffles. There may be circumstances when a license may be required. For more information visit gamblingcommission.gov.uk or contact us directly.

Sales

It is an offence to sell or give as prizes the following goods to young people under 18:

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| - Cigarettes | - Alcohol |
| - Knives | - Other potential weapons |
| - Age restricted games and DVDs | - Adult rated videos or literature |

It is also an offence for children under the age of 18 to sell tickets where the above such items are either for sale or a prize.

The above lists are not exhaustive, so please always think about whether the products you sell are suitable for the audience.

Food

- The Food Safety Act of 1990 and Regulations of 1995 (as amended) place requirements on anyone who sells or processes food to make sure they do so safely and hygienically.
- Always ensure that any food you are providing or selling has been safely stored, hygienically prepared and thoroughly cooked.
- Foods made with nuts, unpasteurised milk, raw eggs or other allergens should be clearly labelled.
- If selling food that has already been defrosted, label it to warn people against freezing it again.
- For further advice please consult your local authority's food safety officer.

Further information and guidelines can be found in The Food Safety Act of 1990 and Regulations of 1995 (<http://www.legislation.gov.uk/ukpga/1990/16/contents> or <https://www.gov.uk/food-safety-your-responsibilities/food-hygiene>).

Collections

- Always call our Supporter Experience team before doing a public fundraising collection on behalf of Children's Air Ambulance. The team are always happy to offer guidance and support. You may also need to obtain permission from your local authority. Remember, anyone under 16 must not be involved in door-to-door collections or street collections.
- Please do not fundraise by doing any door-to-door collections due to the various legal liabilities and personal safety issues.

Safeguarding

- 'Safeguarding' refers to actions taken to promote people's welfare and safety. This includes protection from abuse/neglect, but also extends to incorporate preventing impairment of health and development, ensuring an individual's personal circumstances are considered in all situations.
- Consider if you are likely to come into contact with individuals in need of additional safeguarding.
- Please always share, and act on, any concerns you may have relating to the welfare of children and

- vulnerable adults.
- Safeguarding is a shared responsibility between event and fundraising organisers and Children's Air Ambulance, which relies upon effective communication and action
- For further advice, please email safeguarding@theairambulance.org.uk and/or refer to The Air Ambulance Service Safeguarding Policy.

The Fundraising Regulator

For more guidance on how to carry out your particular fundraising activity, check out the Fundraising Regulator's Code of Practice at www.fundraisingregulator.org.uk/code

Disclaimer

All of the above information is intended as guidance only. Full consideration should always be given to each event and the relevant local authorities and other interested parties should be consulted.

The laws mentioned are UK law – please consider all applicable laws and regulations and if you are unsure, always ask for guidance.

Queries

If you have any queries, please contact Children's Air Ambulance:

Phone: 0300 3045 999

Email: thecrew@childrensairambulance.org.uk