



Legal and Safe

We want you to enjoy your fundraising for UCARE but there are some laws you need to know and we want you to stay safe.

- ▼ If you are making a collection in a public area, this must be licensed by your Local Authority. Licences are not required on privately owned land. You may also need a licence for alcohol or entertainment, holding a raffle, lottery or auction
- ▼ When you organise a fundraising event, you are responsible for making sure it is safe. You may need public liability cover for events such as sponsored walks or sports event.
- ▼ Be careful when handling food and work to basic rules for safe preparation, storage, display and cooking.
- ▼ Be sure any electronic or paper records you keep about people involved comply with the Data Protection Act. Don't keep information and do not share without their permission.
- ▼ Be careful when handling cash, use a secure container and when carrying money be aware of your personal safety.

🌱 Please also take into consideration that you are responsible for your event and that it is run in a safe, legal manner and does not in any way damage our name or reputation or cause harm to any participant.

🌱 You will need to carry out a risk assessment when planning your activity and should also ensure that all participants are fully briefed and adequately supervised. Depending on the nature of your activity, you may also need insurance to cover your liabilities.

🌱 If children (under 16) are involved in fundraising in any way, please make sure they have permission from their parent or guardian and are properly supervised by a responsible adult.

🌱 Children should never approach strangers about fundraising.

🌱 Some useful websites:

For fundraising advice www.institute-of-fundraising.org.uk

For advice on lotteries www.gamblingcommission.gov.uk

For advice on food hygiene regulations www.food.gov.uk

For advice on risk assessments www.hse.gov.uk

Do contact us at any time for advice or help with your fundraising