



# STAYING SAFE

It really matters to us that you and everyone connected with your event stays safe. We know it can feel a bit daunting, so we've put together our top tips on how to make sure you've got it all covered.

## 1 Food

You don't need a food hygiene certificate to make and sell food for a charity event, but it's important to label allergens and to handle food safely. Have a look at the [Food Standard Agency](#) for more details.

## 2 Alcohol

If you are planning to sell or supply alcohol in England and Wales you must have a [licence](#). It is also important to have measures in place to ensure that you are not selling alcohol to anyone under 18.

## 3 Raffles

A [raffle](#) is a great way of raising funds but you need to ensure you're selling your tickets at the actual event with clear notice of when the result will be announced. Also, children under the age of 16 are not allowed to purchase raffle tickets.

## 4 Handling money

- Always store cash in a secure container and don't ever leave it unattended.
- Make sure two people are present when handling or counting money.
- Ensure that you bank any cash as soon as your event is finished and send the full amount as a cheque to Open Doors.
- Remember that Gift Aid cannot be claimed on ticket sales, raffle tickets or winning auction bids.

## 5 Children

- Extra care should be taken if your event involves children. This includes proper adult supervision and carrying out background checks if appropriate.
- If you are organising an event with children involved, do ensure that any helpers know what to do in the situation of a lost child.
- It is important to obtain permission before taking or publishing photographs of children. If the child is over 13 years old, they can give this permission themselves. If they are under 13, you must get written permission from their parent or guardian.
- If you are the fundraiser and are aged 17 or under, your fundraising challenge must be registered by a parent or guardian. There must also be a named adult responsible at your fundraising event.
- If you receive a fundraising donation from a child aged 12 or under, please ensure that their parent or guardian has consented to them giving you money.
- If you have any further safeguarding questions, feel free to contact the Open Doors safeguarding team at [safeguarding@opendoorsuk.org](mailto:safeguarding@opendoorsuk.org) or give them a call on 01993 777399.

## 6 Third-party data

If you need to collect personal data as part of your fundraiser (e.g. sponsor forms), it's important that you are looking after it correctly. Make sure you keep personal details in a secure place where the risk of loss, damage or unauthorised access is limited. Don't copy it or share it with anyone else and don't hold on to personal data after the event unless you have permission.

## 7 Minimising risk

Whatever your fundraising challenge, it's important that you consider potential risks to everyone involved and take steps to minimise those risks. This will include risks to yourself as well as to anyone helping you or attending on the day. You can download template risk assessment forms from the [Health & Safety executive](#).

## 8 Liability

When you promote your fundraiser, please make it clear that you are fundraising 'in aid of' and not 'on behalf of' Open Doors. If you are producing fundraising materials, they should be labelled with 'In aid of Open Doors, Registered Charity in England and Wales No. 1125684, Scotland SC043710 and Republic of Ireland 20140984.' You are responsible for organising all aspects of your fundraising and Open Doors will not accept any liability relating to your fundraising. You may wish to consider [public liability insurance](#) if this is not already covered by your venue.