



# Surrey Poet Laureateship

## Keeping your fundraising safe and legal

### **Accessibility & Inclusion**

When carrying out fundraising events, we encourage you to ensure that these events are inclusive and accessible to all participants. This can be done in many ways, for example, if you are carrying out a fundraising event within a venue, check to see if there is step-free access and wheelchair accessible toilets.

### **Data protection**

All data collected by Surrey Poet Laureateship is collected in compliance with our Privacy Policy which can be found [here](#).

If you are collecting personal information as part of your fundraising activity then please ensure you are adhering to all GDPR guidelines.

### **Environment**

When participating in fundraising, we encourage you to minimise environmental impact by recycling, reusing, reducing and refusing. You can do this by doing things like avoiding single-use plastic (like balloons), and reducing travel emissions to and from fundraising events.

### **First aid**

There must be appropriate first aid support in place for any fundraising events. Advice regarding first aid can be found on the [St John's Ambulance website](#) and the [British Red Cross website](#).

### **Food and drink**

If you are fundraising with food, follow the Foods Standards Agency guidelines on food preparation, storage, display and [cooking on their website](#). Make sure that everyone involved has a good understanding of food hygiene.

### **Fundraisers who are under 18**

Fundraisers under the age of 18 will need permission from a parent or carer to raise money for Surrey Poet Laureateship. The Fundraising Regulator provides guidance on the considerations that should be made when involving children in fundraising [here](#).

### **Fundraising guidance**

Surrey Poet Laureateship requires all fundraisers to ensure that every effort is conducted transparently, honestly, and in good faith, upholding the trust of our supporters and the integrity of our mission. For a clear guide on fundraising, get in touch with the [Fundraising Regulator](#).

### **Health and safety**

Minimise the risk of any fundraising activity by completing a Risk Assessment Form, a template can be found on the [HSE website](#).

### **Insurance**

If you are hosting a fundraising event at a venue then the venue may have their own insurance but you will need to check whether or not this covers the public. You cannot use Surrey Poet Laureateship's public liability insurance for your own events and Surrey Poet Laureateship cannot accept any liability for the events you have organised, it is your responsibility to get the appropriate insurance coverage.

### **Photos**

For any public events, please make everyone aware that photos will be taken and invite them to opt-out if they do not want to be included. Do not take photos of individuals if they have requested not to be included in photos.

### **Public fundraising**

If you plan on fundraising in public, then you will need permissions for cash collections from the local authority, venue or property owner.

