Charity Fundraising Procedures

APPROVED BY (Insert Board or Committee) ON (insert date)

Applies to:	
Harrogate College	x
Keighley College	x
Leeds City College	x
Leeds Conservatoire	

CHANGE CONTROL

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Policy will be communicated via:	Policy Portal, Intranet, Internet	
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Contents

Aim / Scope:

The College recognises the contribution of fundraising activities and events to the development of student skills and the impact made to the charities which are reported

This procedure details our approach to ensuring that any fundraising using the College is carried out safely, in a coordinated and legal manner, protecting both staff and students and the reputation of Leeds City College.

This procedure is written with reference to the Prevent Duty contained within Section 26 of the Counter Terrorism and Security Act 2015. This procedure is in place to ensure that any fundraising activity taking place is not in aid of organisations supporting extremism/terrorism.

Introduction

Leeds City College is committed to creating an environment where everyone is treated with dignity and respect and where diversity is valued. This document outlines the procedures relating to fundraising events regardless of who is organising them and applies to all staff, students, the student union and volunteers at Leeds City College.
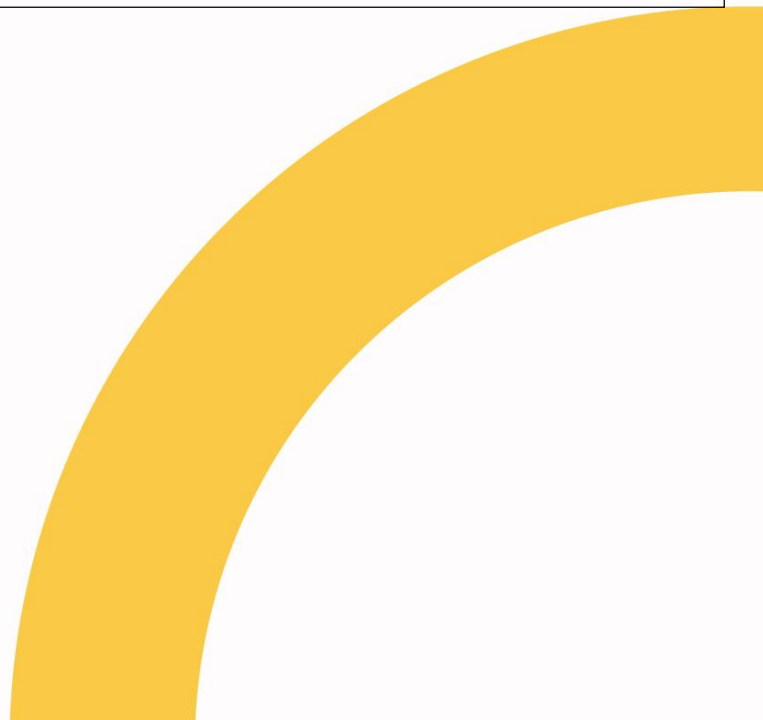
1. Objectives

- Provide an oversight of fundraising activities within the college

- To provide clearly defined and effective procedures to ensure that the law is upheld.

- To avoid multiple fundraising activities taking place on the same campus at the same/similar times

- To safeguard all fundraising and to ensure that all monies is for a registered charity, or Students' Union

- To collaborate with others to reach sound, evidenced judgments about charities ensuring that the college can meet their legal obligations

- To provide a supportive, inclusive and safe space for students

- To provide clear instructions for fundraising in college

2. Approval for Fundraising

2.1 All fundraising using the College name or taking place on college grounds needs to be approved by your Head of Department. If students are undertaking fundraising outside of curriculum this needs to be approved by the Activities and Engagement Manager. All fundraising activity should be approved by the campus manager who will have an oversight of all activity on their campus

2.2 Staff or students wishing to fundraise should fill out the online fundraising form https://docs.google.com/a/leedscitycollege.ac.uk/forms/d/e/1FAIpQLSfv-0GjrMd-IWHRD0CpxOF0W9n7KpEPhKwAk5yIIAcrHVPbWA/viewform

2.3 The College would normally only support registered charities or the Students' Union (including clubs and societies). Fundraising for non registered charities will only be permitted where a justifiable case can be presented to the Director of Student Life. Find out if your Charity is registered here:- http://apps.charitycommission.gov.uk/ShowCharity/RegisterOfCharities/AdvancedSearch.aspx

2.4 If fundraisers do not have a specific charity, LCCSU's RAG (Raising and Giving) Society will have a list of recommended charities each year that will have already been through the process that they can fundraise for. The RAG society will also support groups that fundraise for recommended charities

2.4 Activities which involve fundraising as part of an enterprise project should complete the fundraising form and outline what the money raised will be spent on

2.4 If expenses are incurred during fundraising, such as for equipment purchase or hire costs, items and services should be sourced through voluntary donations wherever possible. If expenses incurred are to be deducted from funds raised this should be stated on the fundraising form prior to the event

2.5 Fundraisers should refer to the college's risk assessment for Fundraising before seeking approval. If there are additional risks to these then these should be highlighted in the fundraising form. The generic risk assessment can be found at the bottom of this procedure

2.6 The Activities and Engagement Manager will ensure: -

- Have an overview of all fundraising activity in college
- Ensure that staff and students are supported in organising fundraising activities

3. Approval for External Fundraisers

3.1. An external fundraiser is used to describe any individual or organisation who is not a student or staff member at Leeds City College or one of its contracted partners and who has been invited to fundraise to students and/or staff. This includes any individual who is a student or staff member from another institution.

3.2 All procedures raised in point 2 should be adhered to.

3.3 In addition the visiting speaker procedures should be adhered to if inviting external fundraisers into the college.

4. Code of Conduct for Approved activities

4.1 No fundraising can be carried out without the consent of the Head of Department, Campus Director or Director of Student Life.

4.2 All fundraising must be respectful and mindful. Students and staff should not be put in a position where they feel that they have to contribute.

4.3 All profits collected MUST go to the specified charity or cause, and proof must be kept.

4.4 Materials should not cause offence and should adhere to copyright laws.

4.5 All activities should be appropriately planned and have suitable controls measures in place so they can be conducted safely for all involved. If any significant hazards or risks are identified over and above the college's fundraising risk assessment then these should be added to the risk assessment. If fundraisers are unsure then they should consult the Health and Safety team

4.6 All money needs to be stored safely and securely and passed to the specified charity within a clearly defined timeline.

4.7 Fundraising by students aged 14-16 should only take place with the approval of parents/guardians

4.8 If an event is cancelled or someone does not complete a stated activity and money has been collected prior to the event every effort should be made to contact the sponsor to ask if they would like a refund

Leeds City College Risk Assessment
Fundraising, student events or internal events

Leeds City College is committed to ensuring that all activities arranged, or carried out on behalf of the college are safe for all involved. This risk assessment documents the significant hazards and states how they are controlled. With the controls in place the risks will be reduced to as low as is reasonably practicable. This document should be shared with everyone involved in the activity/environment. If any advice is required then please speak to the Health and Safety team
LCC = Leeds City College

Date of Assessment: 1.3.21
Departments/people involved: Any department/Students

Details of the assessment: This risk assessment covers the standard, low risk, fundraising, student or internal events which take place throughout the college. If this risk assessment does not cover the significant hazards and risks then an additional assessment should be carried out to ensure the activity/event is safe for everyone both involved or who could be affected.

Significant Hazards *Document significant hazards, groups of people who could be affected and likely places/ways that people could be seriously harmed*	Control measures and precautions that staff agree to adopt as their normal practice.
Planning *Properly planned events will reduce the risk of accidents and incidents due to the appropriate consideration of the environment and the occupants*	● The event should be properly planned and include consideration for the space which will be used, the facilities which are required, the number of people and whether there the event is open to members of the public, anybody attending with a disability and how they will be accommodated, emergency situations and the layout of the event ● There should be an event leader who coordinates the event to enable clear decisions to be made. ● The room capacity should be established from the estates department and this number must not be exceeded ● All staff/students who are helping with the event should have their roles defined and be briefed on what they are required to do
Physical environment *An unsafe physical environment can increase the risk of accidents if it not maintained*	● The college environment is maintained so all spaces are safe and are compliant with the appropriate building regulations ● The fire routes must be kept clear and be maintained throughout the event ● If any defects with the physical environment are found then please isolate the area and report this on the estates footprint helpdesk

Slips, trips, falls *Slips, trips and falls are the main cause of accidents in the workplace. Slip and trip hazards should be removed and managed throughout all activities*	● The area should be checked for trip hazards before and during the event. There should be no trailing wire or items left on the floor which could cause a trip or slip hazard. ● If the event takes place outside then the surface should be checked to ensure it is suitable. ● Walkways including fire routes should be kept clear at all times.
Supervision and security *All activities should be suitably supervised so nobody is put at risk. Additional consideration should be made if the event is open to members of the public*	● The event should have appropriate supervision for the expected numbers. If there are members of the public or non college staff/student groups on site then this should be discussed with the campus lead to ensure that there are suitable supervision/security arrangements in place ● Appropriate consideration will be made to how the event will be contained and signed to prevent people from becoming lost or being at risk by entering other parts of the college.
Emergency situations *It is a legal requirement to have a sufficient number of first aiders and that all people on a premises can be evacuated in a timely manner if the fire alarm sounds*	● The college will have first aiders on site for the duration of the day. If you are bringing a higher amount of people to the campus then please check with the campus lead that there is adequate first aid resource available ● All staff and students are aware of the college fire evacuation procedures. If the event involves members of the public or other non staff/student groups they should either be made aware of the evacuation procedures at the start of the event or there should be adequate members of the event team trained to evacuate these groups should the alarm sound
Fundraising and money handling *People who handle money can be particularly vulnerable if they handle large amounts of money on their own in an uncontrolled way.*	● Where possible fundraising and money handling should be done in pairs as a minimum to reduce the risk of theft ● Money should not be carried in high quantities and therefore fundraising collection tins should be emptied regularly ● Counting should never be carried out alone
Equipment (including electrical) *Equipment which is not used correctly or for its intended purpose can increase the risk of injury to users and other people who are affected by the activity. Additional consideration should be made for electrical equipment as*	● The users of any equipment should be competent in how to use it/them ● Any portable electrical equipment should be PAT tested and inspected before use ● All equipment should only be used for its intended purpose ● Personal protective equipment (PPE) should be worn if required for the task

there is the additional risk of electrocution.	● If any equipment is found to be damaged or defective it should not be used and reported to the relevant department
Manual Handling *Manual handling injuries such as sprains and strains can occur if correct lifting techniques are not used*	● When possible manual handling should be avoided and mechanical means used to lift items ● Anyone who has to carry items for the event should have had manual handling training and not lift beyond their capacity ● It is the responsibility of the event leader to identify manual handling hazards and implement safe practices
Food and drink *Food and drink should be stored and served in accordance with packaging guidelines. Home made food should be be low risk or prepared by competent people to ensure there is no risk to public health*	● Food and drink should be stored in accordance with the packaging guidelines. ● Where possible food and drink which is sold/offered will be pre-packaged and pre-made to reduce the risk of health issues ● Any food which is prepared at home i.e cakes etc should be labelled so people are aware of this. Where possible the people selling the homemade products should be aware of their contents ● No high risk items such as poultry should be used unless the contractor's/hospitality/commercial catering departments are cooking and managing the offering