

STAYING SAFE



How to keep yourself safe

First Aid

First Aid is important to consider for almost every type of event. It is especially important if there will be a number of people participating in an event or if the event has an active element to it.

If your event is at school then talk to your headteacher about the school's First Aid policy and provision. If you are organising an event outside of school you can get advice from a professional body such as **St John's Ambulance** or **The Red Cross** about what type of First Aid to have at your event. Things to think about:

- the number of people
- type of event and risk involved
- type of people, including their ages
- location and type of venue
- how long the event lasts
- what is the weather likely to be like
- how near is it to local medical facilities
- what experience you have of similar events
- what welfare and first aid facilities are at the venue

Insurance and licenses

If your event involves the public you will need to have what is known as Public Liability Insurance. Check with the venue or your school first as they may already have insurance that covers your event.

Some things will require a special licence, such as:

- entertainment, including recorded music
- holding a raffle, lottery or auction
- doing a public money collection
- putting up banners or signs (in public areas)

This list doesn't cover everything. Contact your local authority to check which licences you will need.

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Collecting money

There are some important points to consider if you are collecting money outside of school. Please note that should you have made sure you have permission to collect money outside of school, you must always be accompanied by an adult. Even in this case, we do not recommend that as a minor, you collect money in a public place.

- to collect money in a public place, you must get permission
- to collect in the street you need a licence from the local authority, which will have some rules for your collection
- door-to-door collections are illegal without a licence. Speak to your local authority to apply for one
- to collect on private property, such as a shopping centre, you need permission.

Handling money

If you are handling cash at or after fundraising there are some very important issues to consider.

- people under 16 must NOT be left with overall handling or responsibility for handling money
- you must always have an adult present when taking or receiving money
- where possible have two people around when money is being handled and counted – this can then be verified and documented. **The verification form needs to be sent to us.** This keeps everyone safe and minimises any possible discrepancies.
- collect cash using a secure container e.g. a sealed container for a collection or a secure cash box for change
- when carrying money around take care. Always use a safe route and always be with someone and/or carry a personal alarm
- if you are confronted by someone demanding the money, do not put up a fight, hand them the money straight away and report the matter to the police
- put money in the bank as soon as possible

Find out more at [HERE](#) and [HERE](#) (click to follow links to Fundraising Regulator and Institute of Fundraising)