

Fundraising Code of Conduct

Overview

Dig Deep works to help schools and communities get access to water and sanitation. We work together to build taps and toilets; to ensure that water and sanitation services are maintained for the long term; and to provide vital hygiene training to the next generation.

This work is made possible by volunteers choosing to fundraise in support of the charity. In order to protect both these volunteers and the charity, we ask that everyone who chooses to fundraise for Dig Deep commits to abiding by this code of conduct.

Ethical Principles

When fundraising for Dig Deep you must adhere to the following ethical principles:

- All requests for funds:
 - Will be truthful
 - Will accurately describe the charity's work
 - Will accurately describe the intended uses and destinations of the donation. i.e explaining the 50:50 ratio for trip costs if undertaking a international challenge event
 - Will not encourage unrealistic expectations of what the gift will achieve
- Spending on fundraising and administration will be kept as low as is cost-effective
- All requests for funds will respect the dignity and privacy of those who may benefit from the donation and the dignity and privacy of potential donors
- Fundraisers will not be over-persistent
- Fundraisers will disclose any conflicts of interest that may arise
- Permissions will be obtained when required – for example street collections will only be held if a permit is obtained by the relevant council and licenses will be obtained when need to be obtained for activities such as the public selling of alcohol, food and drink, busking, extended hours in a venue and TV or film screening

- All money collected in the name of Dig Deep must be transferred to Dig Deep straight away.

Keeping Safe and Legal

The following is a list of the key things you need to do to make sure your fundraising safe and legal and successful. This list gives guidance on best practice, but it is not exhaustive and Dig Deep accepts no liability for third party activities and events.

1. First Aid Required at Events

You need to consider First Aid requirements if you organise an event. You can get advice from a professional medical authority like St John's Ambulance or Red Cross about what type of First Aid to have at your event. Things to think about include:

- 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

2. Venue for Events

If you organise an event, you should do a site visit of your venue to do a site plan and to assess risks for the event. If your event involves the public you will need to have Public Liability Insurance. Check with the venue first as they may already have insurance that covers your event. Dig Deep are generally unable to help with insurance, but get in touch if you need help.

You need to think about:

- If the venue has public liability insurance which will cover your event

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- Locations of all the fire exits
- Securing of wires, cables and equipment
- Mapping out where the entertainment will be
- If handing out hot drinks, how will this be done safely

3. Weather Implications

If you organise an event outside, you need to think about what would happen in adverse weather conditions to keep everyone safe. Think about:

- Securing equipment e.g. marquees, gazebos, signs to avoid loss of control in high winds
- Considerations if having electronic equipment outside e.g. how will it be protected by rain, how will it be moved safely in adverse weather

4. Children at your event

If you organise an event, make sure children are properly looked after and have permission to take part from a parent or guardian.

- Adults looking after children should have carried out appropriate checks. See the Government's Disclosure and Barring Service (DBS) (<https://www.gov.uk/government/organisations/disclosure-and-barring-service>) for information for more guidance.
- You also need to think about where their activities will be i.e. away from any wires, plugs, hot water facilities, electrics etc.

5. Licences

Some things require a licence, such as:

- Alcohol or entertainment, including recorded music
- Holding a raffle, lottery or auction
- Doing a public money collection
- Putting up banners or signs in public areas
- Flyering in public areas

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

6. Food hygiene

The Food Standards Agency (<http://www.food.gov.uk/science/#.UXbNIqldZQE>) provides guidelines for preparing, handling and cooking food. If you are using a caterer, you need to make sure they have a Food Hygiene Certificate and Public Liability Insurance.

7. Public Collections

7.1. If you organise and/or take part in public collections you must do the following:

- Having at least two people present when money is being handled and counted
- Always collect cash using a secure container displaying Dig Deep's logo and charity number
- When carrying money around take care, use common sense and always use a safe, well-lit route
- If you are confronted by someone demanding the money, do not put up a fight, hand them the money straight away and then call the police
- Send the funds to Dig Deep as soon as possible to avoid leaving large amounts of money unprotected

7.2. If you are collecting money in a public place, you must get permission from the relevant authority:

- 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. Again, you need to contact your local authority to apply for one
- To collect on private property, such as a shopping centre, you need permission from whoever owns the property

Once you have got permission, you must then check and comply with the terms of each public collection you undertake, as these will vary depending on who has

given you the permission (for example, different local councils have different rules about street collections).

7.3. All funds donated at public collections must be used exclusively for the charity donation proportion of your fundraising target

7.4. Public collections cannot be used to comprise more than half of the fundraising total

8. Handling money at events

When handling money at fundraising events:

- Where possible have two people around when money is being handled and counted
- 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 the money online on your online fundraising page as soon as possible to avoid leaving large amounts of money unprotected (e.g. in your house)

9. Selecting suppliers

If you use external suppliers for equipment or services at an event, make sure you use a reputable company. Ask to see a copy of their Public Liability Insurance and risk assessment (if you are running a higher risk activity e.g. bouncy castles, stocks, horse riding etc. then you will need extra Public Liability Insurance that your supplier should have). If anything looks unsafe on the day, do not use the equipment or stop the activity.

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10. Risk Assessment Guidance

If you organise an event, you need to undertake a risk assessment. This means looking at what could cause you or your participants harm and checking you've taken the necessary precautions to prevent this from happening. The Health and Safety Executive (HSE) recommends five steps to risk assessment:

Step 1: Identify the Hazards

First you need to work out how people could be harmed

- Visit www.hse.gov.uk for practical guidance on where hazards may happen and how to control them
- Walk around the event area and see what could be a risk
- Ask advice from the manager of the venue or friends/family to see if you've missed anything
- If you're using any sort of equipment then check instructions for warnings on hazards

Step 2: Decide who might be harmed and how

For each hazard think about who could be harmed and decide how best to manage the risk.

- Identify different groups of people rather than individuals e.g. suppliers, fundraisers, volunteers, attendees at event
- Think about how each group may be harmed e.g. volunteers from lifting heavy equipment
- Remember that some groups have different requirements e.g. children, pregnant women and disabled people
- Remember to think about the set up and close down of your event as well as the event itself

Step 3: Evaluate risks and decide precautions

Once you've spotted your hazards, you need to decide how you'd mitigate them. The law requires that you take reasonable steps to protect people from harm.

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Consider how you can remove the hazard completely or otherwise take controls to minimise the risk

Apply the principles below:

- Eliminate the risk
- Try a less risky option
- Isolate the hazard
- Reduce exposure to the hazard
- Issue protective equipment
- Provide welfare facilities

Step 4: Record findings and implement them

Use a risk assessment template and keep it simple. E.g. Hazard: tripping over wires. Control: Move wires to isolated area where people don't walk. Checks to be made. You need to show that:

- You've done a thorough check of hazards
- You've considered who hazards could harm
- You've controlled all significant hazards
- The risk of hazards is now low

Step 5: Review assessment and update if needed

Events may change later in the planning or on the day so you need to make sure you review the risk assessment regularly and make any changes to hazards that you need to.

Public Collection Guidelines.

Public collections are a fantastic way of raising funds for charity and can be really good fun, as you have the opportunity to meet and inspire large numbers of generous people. When doing a public collection, it is really important that, as an ambassador of Dig Deep, you make sure your fundraising is safe, legal and ethical. It is therefore very important that you read and stick to the following points.

1. Always make sure you stay safe whilst collecting. We recommend:

- Where possible, having two people around when money is being handled and counted - Always collect cash using a secure container displaying Dig Deep's logo and charity number (you can use the collection tin that was sent in your fundraising pack)
- When carrying money around take care, use common sense and always use a safe, well-lit route
- If you are confronted by someone demanding the money, do not put up a fight, hand them the money straight away and then call the police
- Send the funds to Dig Deep as soon as possible to avoid leaving large amounts of money unprotected
- If you are collecting money in a public place, you must get permission from the relevant authority.

2. 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. Again, you need to contact your local authority to apply for one. To collect on private property, such as a shopping centre, you need permission from whoever owns the property. Once you have got permission, you must then check and comply with the terms of each public collection you undertake, as these will vary depending on who has given you the permission (for example, different local councils have different rules about street collections)



3. You need to make sure that all the information you tell people accurately describes Dig Deep's work, the intended uses and destination of the donation, and that you don't encourage unrealistic expectations of what the gift will achieve

4. All funds donated at public collections must be used exclusively for the charity donation proportion of your fundraising target

5. Public collections cannot be used to comprise more than half of the fundraising total

If you have any questions about any of these points, or just want to double check something, get in touch with the Dig Deep Fundraising team. (support@digdeep.org.uk)

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Gambling Policy.

It's important to us that any gambling related fundraising is a fun way for people to support the charity's work, but that it never has a detrimental effect. We are therefore committed to ensuring that any such fundraising mechanism is operated in a secure, fair and socially responsible way. The Gambling Commission regulates gambling in the public interest. The regulatory framework introduced by the Gambling Act 2005, is based on the following licensing objectives:

- Preventing gambling from being a source of crime and disorder, being associated with crime and disorder, or being used to support crime
- Ensuring that gambling is conducted in a fair and open way
- Protecting children and other vulnerable persons from being harmed or exploited by gambling
- Ensuring the promotion of social responsibility in gambling.

This document sets out the approach that Dig Deep adopts to ensure we approach gambling activities in a socially responsible way.

Preventing gambling from being a source of crime and disorder

When an individual joins the gambling related activity we will check that:

- The individual is aged 16 or over
- The individual is resident in the UK
- We will retain the right to cancel any membership should we suspect criminal activity
- Limit the maximum number of entries to 10 per individual player per month

Ensuring that gambling is conducted in a fair and open way

We will ensure that:

- Players have access to clear information on matters such as the rules of the gambling related activity, the prizes that are available and the chances of winning
- The rules are fair

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- Any advertising and promotional material is clear and not misleading
- The results are made public

Protecting children and other vulnerable persons from being harmed or exploited

Dig Deep will not permit vulnerable people or any person under the age of 16 to participate in any gambling. The charity has implemented the following procedures to ensure that its gambling fundraising does not attract children under the age of 16.

- Each membership for regular lotteries will begin with a form that has a compulsory date of birth section which must be completed before the application can be accepted
- If a person enters a gambling related fundraiser stating that they are over the age of 16 and subsequently it is found that they are less than 16 years of age, they will have any money paid in relation to the Gambling related activity returned to them and where relevant will automatically forfeit the right to any prize
- Marketing – to ensure that our events which contain gambling does not appeal to children or young people, or other vulnerable adults including the elderly, mentally disabled and those under the influence of drugs or alcohol, careful attention is paid to the design and content of all marketing material

Promotion of social responsibility in gambling

Dig Deep takes the following steps to ensure the promotion of social responsibility in gambling:

- Self exclusion. On request, we will cease promoting any gambling related communications. During this period we will also try to ensure that the individual does not attempt to open a new membership
- Dig Deep has imposed limits on the number of entries (10 per month) into the gambling related activity that can be purchased by an individual
- Access to player history. We will provide any player with a full history of their gambling related activity, including complete payment and winnings history upon request
- Provide information on gambling support organisations. We will provide contact details and links on our website or via other appropriate media to GamCare and other relevant/appropriate organisations

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- Self-help and awareness information. We will provide self-help and awareness information on our website or other appropriate media together with links to or contact details of GamCare and other relevant/appropriate organisations.

Problem gambling

Whilst the majority of people do gamble within their means, for some gambling can become a problem. It may help you to keep gambling in control to remember the following:

- Gambling should be entertaining and not seen as a way of making money
- Avoid chasing losses
- Only gamble what you can afford to lose
- Keep track of the time and amount you spend gambling

Or, if you are concerned about the amount you are gambling and feel it is taking over your (or someone else's) life then the following questions may help you assess whether gambling is becoming a problem:

- Do you stay away from work, college or school to gamble?
- Do you gamble to escape from a boring or unhappy life?
- When gambling and you run out of money, do you feel lost and in despair and need to gamble again as soon as possible?
- Do you gamble until your last penny is gone, even leaving nothing for the fare home or the cost of a cup of tea?
- Have you ever lied to cover up the amount of money or time you have spent gambling?
- Have others ever criticised your gambling?
- Have you lost interest in your family, friends or hobbies?
- After losing, do you feel you must try and win back your losses as soon as possible?
- Do arguments, frustrations or disappointments make you want to gamble?
- Do you feel depressed or even suicidal because of your gambling?

The more you answer 'yes' to these questions, the more likely you are to have a serious gambling problem.

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Contact Gamble Aware – is a registered charity that provides confidential telephone support and counselling to anyone who is affected by problem gambling. You can find more information and help about problem gambling by visiting the Gamble Aware website or calling 0345 6000 133 (8am to midnight, seven days a week).

Useful links:

Gamble Aware www.begambleaware.org/

Gamblers Anonymous www.gamblersanonymous.org.uk/

Citizens Advice www.citizensadvice.org.uk/

Gambling commission www.gamblingcommission.gov.uk

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