

# Walk for the Word – *Have fun, stay safe*



**Thank you for supporting Wycliffe Bible Translators.** It's thanks to people like you that we are able to continue to bring God's word to people who need it most and in the language that speaks to them best.

This information is for people, organisations and others who raise or wish to raise funds for Wycliffe Bible Translators. Fundraising is essential and can be a fun and rewarding way of supporting the work of Bible translation.

Whatever event or activity you have in mind, we hope the below information is useful. It is important to Wycliffe, that everyone supporting our organisation can do so in a safe and legal way, and that this will lead to your event being a success.

## **Plan ahead to help everything go smoothly.**

Here are some things you should consider when planning your fundraising:

### ***Safeguarding***

Safeguarding is of paramount importance to Wycliffe and we work to ensure all those who come into contact with our work, including through fundraising events in support of us, are safe.

We advise you to make sure that when running events or activities, that you think carefully about how to best safeguard yourself and others when engaging with the public, handling cash, and considering health and safety. Please also make sure there is safeguarding information in place for others. We advise individuals to run events with more than one person to ensure you have support from each other throughout the activities you have planned.

### ***Responsibility for the event***

It is important to remember that you are responsible for your own event, including setting fundraising targets and the requirements for people fundraising. Wycliffe can offer advice on fundraising but unfortunately, we cannot accept any liability for your fundraising activities.

**You will also need to make it clear that your event is fundraising 'in support of' rather than organised by Wycliffe Bible Translators.**

### ***Venues, locations and equipment***

When identifying a suitable location or venue, you must consider:

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- | Equal access for all, even if an event is being targeted at a specific group of people. This includes those with disabilities, young children or with vulnerabilities.
- | Whether the venue meets the legal requirements for health and safety, making sure the venue or location is fit for purpose, noting any restrictions and risk assessing any possible hazards or safety concerns.

## **Insurance and licences**

Please check whether you require appropriate insurance to cover you for your event. Make it clear who is insuring you against which risk.

If your event is open to the public, you may need to take out public liability insurance. This will protect you if a member of the public is injured during your event. If your church or group already has this, usually an indemnity insurance poster is made available by your church administrator.

If you use external suppliers, it is recommended that you request to see the public liability insurance certificate of any suppliers you hire or venues that you hold your event at, as they may have this in place already. This will ensure that they're covered in the event of an accident or incident with their equipment or service.

Any event carried out in support of Wycliffe Bible Translators will not be covered by our UK and Ireland insurances and the charity cannot be held liable for accidents, injuries, loss or damages as a result of your event.

You may need to contact your local authority to check whether you need a licence if, for example, you're planning to: provide food or drink (see Food Hygiene Regulations 2006 here for Northern Ireland, respectively) sell alcohol sell goods in a public place collect money in a public place hold a raffle, lottery or auction (as described below) England, Wales, Scotland, and

Some licences have a legal requirement for, among others things, the maximum number of people at an event. Violating the licence agreement could potentially nullify any insurance you have, so please double check the relevant permission, licence, or local conditions when planning your event.

## **Collections**

Please collect fundraised money responsibly and with respect. When you collect, you should ensure that the information about the charity is available to anyone sponsoring you or offering money towards your cause.

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For accountability and safety purposes, it is recommended that children are accompanied by responsible adults when collecting money (please see the 'fundraising involving children guidance' below).

Collections on private property usually require the manager's or owner's written permission. Please keep this with you while you're collecting.

Public collections require a licence from the council, or the Metropolitan Police if you're in London. Visit the government website for all the details on how to apply.

## **Handling money**

Here are some tips for handling money at your event:

Be cautious when carrying money around. Make sure at least two people are around when money is being handled and counted for your safety and accountability.

Collect cash using a secure container and ensure that a trustworthy person is responsible for safely retaining any money at the end of your event.

Put money in the bank as soon as possible and please alert us when paying to Wycliffe. This can be done via cheque: made payable to Wycliffe UK Ltd.

If you wish to send money via BACS (online bank transfer), please contact us for account details by calling: 0300 303 1111 or emailing [hello@wycliffe.org.uk](mailto:hello@wycliffe.org.uk).

## **Risk assessment**

Think about the possible risks, accidents or legal issues ahead of your event – even if it's somewhere you know well like your church, workplace, school or local community centre.

The best way to identify any potential accidents or hazards is to complete a risk assessment.

Make sure you fully brief everyone attending about the event, including details of any risks, (for example if your walk is close to water), fitness requirements, special equipment or clothing and standards of behaviour expected so they can stay safe.

Also keep an eye on the weather and bring appropriate wet weather footwear/clothing or sunscreen/sun hat if necessary. Make sure participants know if they need to bring their own food/drink to stay hydrated and not hungry.

The Health and Safety Executive has guidance and a free risk assessment template on their website at: [www.hse.gov.uk/simple-health-safety](http://www.hse.gov.uk/simple-health-safety).

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## ***Emergencies and First Aid***

If you're holding an event, make sure that you have appropriate first aid support in place. This includes a first aid kit and people responsible for first-aid during your event. It may be helpful to purchase a first aid log, to log an accident or injury in detail. These can be purchased online.

If you plan to have many people take part in your event, you can get advice from St John Ambulance or the British Red Cross. As a basic guide, there should always be someone on hand to help for smaller events, but for larger events involving around 500 people, there should be a minimum of two qualified first-aiders on site.

Make sure emergency evacuation procedures are in place and there is access for people with disabilities. Consider safety throughout and ensure you have planned your event with clear access, signage and wet weather contingencies.

## ***Fundraising involving children***

If there are children at your event, you should ensure that they have permission to take part and have someone to look after them.

Adults looking after children should have carried out appropriate Disclosure and Barring Service (DBS) checks on individuals looking after the children. If you are under 18 years old, you should always ask a responsible adult to help you with your fundraising.

If children are taking part in your fundraising event or activity, please ensure there is adult supervision and carry out appropriate background checks if an adult may be left unsupervised with a child.

See the Government's Disclosure and Barring Service (DBS) information for more guidance.

It is also important to think about the individuals attending your event and be mindful when coming into contact with potentially vulnerable people, in particular children to ensure that they are treated appropriately, respectfully and fairly.

Please see the Institute of Fundraisers (IOF) website – Protecting Supporters for more information.

## ***Data protection***

If you plan to take photos of other people at your fundraiser, please make sure you obtain consent from those you wish to photograph and let them know how you intend to use the photos, for example, posting them on social media platforms.

You will need to get parental permission if children are helping at your event or if you're taking

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photographs of children. If your event is on private property, get permission from the owner or manager.

Make sure any electronic or paper record you keep about people involved in a fundraising event complies with data protection law. Any information that you collect for your fundraising should be kept safe and comply with the Data Protection Act and the General Data Protection Regulation (GDPR 25 May 2018).

As a rule of thumb, don't keep information about people any longer than you have to, and don't share information or data about someone without their permission.

More information can be found at the Information Commissioner's Office.

Wycliffe and your privacy: If you submit any information directly to Wycliffe Bible Translators, your data will be kept in compliance with Data protection rules. To view our privacy policy please visit: <https://wycliffe.org.uk/privacy>

## **Food and drink**

If you plan to have food available at your event, then you'll need to ensure it's safe. Check out the Food Standards Agency for guidelines on handling, preparing and storing food.

If you are using a caterer, you need to make sure they have a Food Hygiene Certificate and Public Liability Insurance.

In general, if you will be selling alcohol you'll need a premises licence, unless the venue already has one.

## **Driving**

You may need people to drive in order to deliver goods or attend an event. Anyone driving to support your event should have a current driving licence, a safe vehicle, a good driving record and vehicle tax and insurance.

Thank you for supporting Wycliffe Bible Translators. We hope you have a fun and safe fundraising event.

For further help or information with any of the above information please contact:

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