



Information for Parents and Teachers

Giving young people the opportunity to fundraise for the Pattaya Orphanage Trust will be a great way for them to learn about life in a different country and allow them to become a global citizen. This will encourage them to care about the planet and to develop empathy for those who share it.

It is for a great cause and will make a real difference to **more than 1000 Orphaned, disabled or sick children** we help support in Thailand

Legal Disclaimer: The Pattaya Orphanage Trust cannot accept responsibility for any accident, injury, loss or damage as a result of events organised to support us because we cannot insure adequately. That is why we prefer to raise funds through properly constituted local organizations which have their own insurance cover.

We therefore strongly recommend that you **check that you have adequate insurance** (e.g., public liability insurance) and that you take all reasonable steps to **ensure the safety of all concerned, especially the children.**

We are grateful to all who work hard to raise funds for us, and we don't want anyone hurt in the attempt. **It is the responsibility of those joining in activities to ensure that they are fit enough to take part.**

Child Protection As a children's charity, we have to be especially careful to take care of the children who fundraise for us.

- No data submitted will be shared with any other organisation.
- All contact to the child or club will be by routine email to the child nickname and email address used when the child joined the club.
- All written communication will be to the adult that applies for a badge and certificate on behalf of a child or children.

If you are such an adult, please join the club yourself so you can monitor the communications and contact abuse@pattayaorphanage.org.uk if you even suspect anything inappropriate.

Our site has been designed so that no child should ever need to enter their name online - the only details we will hold are their nickname and their email address, and these will be kept secure.

The only time that we ask for a child's name is when he or she applies for their Young Fundraisers Club Badge and Certificate. These applications will only be accepted via an adult - parent, teacher, or club leader - and only in writing, not by email.

The Young Fundraisers Club rule that children can only apply if they have taken place in a fundraising event organised by their church, school or club will be strictly applied.

We do not want unsupervised children soliciting funds on our behalf.

In special circumstances we will accept an application based on an event organised by a parent, but please check it out with us before the event takes place because we don't want to disappoint.

If you feel that any child's safety has been endangered by visiting our site, please contact abuse@pattayaorphanage.org.uk, an email address we have set up expressly for this purpose.

Fundraising, Keep it legal and safe!

Thank you for organising an event in aid of the Pattaya Orphanage Trust. We want to help you keep your event **legal** and **safe**, so here are some guidelines the parent, teacher or adult responsible for the event **must read**.

Keep it legal

Licences You'll need a licence from your local authority for some activities such as:

- Music and dancing
- Provision of food and drink
- Copyright and royalties for drama or film shows
- Collecting money or selling goods in a public place

If you are applying for a licence, please let us know (email events@pattayaorphanage.org.uk) so we can respond quickly and accurately to any request for information. Please state that the event is in aid of the Pattaya Orphanage Trust and quote Reg Charity 1085407.

Raffles

Small raffles held as part of a larger event are fine as long as ticket sales and the announcing of results take place during the event and there are no cash prizes.

Public lotteries and raffles must be registered with the local authority. For more guidance, please contact with your local authority.

Other points

- Remember to get parental permission for children to help at your events
- If your event is on private property, get permission from the owner/manager
- Please do not collect money door to door: it's illegal without a special licence!
- Any fundraising material you use should say 'in aid of the Pattaya Orphanage Trust, registered charity 1085407'

And remember: if in doubt, ask! We're here to help you. You can phone us on 0207 602 6203 or email us on events@pattayaorphanage.org.uk

Keep it safe

Venue

Ensure the place you choose is suitable for your event, has adequate lighting and sanitary facilities, good access and properly signposted emergency exits.

Are there adequate and suitable facilities for disabled people? This is not only a legal requirement but a matter of pride for us since three of our projects are for people with disabilities.

Will there be adequate parking and will you need car parking stewards?

Do not exceed the safety capacity of the venue

Allow enough space between/around activities or stalls and if it indoor venues, check that the fire exits are not obstructed and especially that they are not locked shut.

Make sure that your event is adequately supervised or marshaled and provide new or inexperienced helpers with information and instructions

Equipment

Ensure all portable electrical equipment has been tested and is safe to use.

Locate equipment safely to avoid trailing cables

Ensure all equipment is in good repair and is **operated only by people who are competent to use it**

First Aid and emergency measures

Ensure you have adequate emergency and first aid procedures for your type of event

Do you need to notify the police or fire brigade?

Will you need a qualified first aider or will a first aid box be enough?

Make sure there is a telephone available and that you know the exact address to give to the emergency services if necessary.

Make sure you know where turn-off valves and fire extinguishers are located

Food and refreshments

It's the legal responsibility of anyone selling or processing food to do so safely and hygienically, so ensure that at least one helper has an appropriate food hygiene certificate.

If no one has the certificate, ensure that all food handlers have read the Food Standards Agency's leaflet *Guide to food hygiene*

<http://www.eatwell.gov.uk/keepingfoodsafel/>

If there is BBQ food, follow the guidance in the Food Standard Agency's leaflet *Beat the Barbecue Bugs*

Label food that contains nuts or other allergens

Keep children and animals out of food preparation areas

Provide appropriate protective clothing (e.g. plastic gloves, aprons, etc)

Children

Ensure children are adequately supervised

Never allow children under 16 to collect money from the public without an adult present.

Do you need to make provision for lost children at your event?

Money matters

Please remember that the legal responsibility for the money you collect is with Pattaya Orphanage Trust, so our good name is in your hands. Be prepared to say how much you collected and how it was raised so you can give a full account if necessary. The public has a right to expect us to treat their donations with respect.

Keep money in a locked drawer

Don't carry money alone.

Never risk personal safety by tackling a thief

Only collect sponsorship or donations from people you know and trust

Waste

Dispose of any rubbish or waste material safely

Don't use hazardous cleaning chemicals, or if you must then provide proper protective clothing.

Remember that The Health and Safety at Work Act 1974 applies to all volunteers as well as to paid workers.

You will need to consider whether and how your event will be harmful- to organisers, guests, volunteers and the public- and think how you can minimize any risk.

Thank you for reading through these guidelines and complying with them. We want your event to be fun, safe and legal. And remember: if in doubt, ask! We're here to help you. You can phone us on 0207 602 6203 or email us on events@pattayaorphanage.org.uk