**Sense College**

**Guidance for College Use for Fundraising Activities**

Fundraising activities complement college life as they bring an additional dimension to students, by explaining their role in community work. The following guidance applies to college sites holding fundraising activities:

1. Fundraising will only be undertaken for registered charities and on no account for any politically minded or motivated group.
2. Fundraising activities must be approved by the Deputy Designated Safeguarding Leads (DDSLs), Designated Safeguarding Lead (DSL) or member of the management team(s).
3. If the fundraising activity is supported/attended by an external agent, then the Sense College guidance and process for visiting speakers or external visits should be followed.
4. Should any concerns be raised during the fundraising activities, then they are to be stopped and reported immediately to the Deputy Designated Safeguarding Leads (DDSLs), Designated Safeguarding Lead (DSL) or member of the management team(s)for guidance.
5. Risk Assessments for fundraising activities are completed in advance of the event, in regard of Health & Safety, Prevent and Safeguarding.
6. Risk Assessments are shared and agreed with staff teams and kept on file for inspection.
7. All monies received will be processed in accordance with Sense financial policies and procedures and kept locked away securely in a safe whilst awaiting payment into a Sense bank account.
8. Monies raised for nominated charities will be forwarded and paid over at the earliest opportunity.
9. Personal details of students and individuals supported by Sense College will be protected and confidentiality upheld.

**END**