

Fundraising in Support Guidelines & Due Diligence Policy

Compliant with Fundraising Regulator Code of Practice, Charity Commission Guidance & Data Use and Access Act (DUAA) 2025

1. Introduction

St Barnabas Hospice is deeply grateful for the support of individuals and organisations that choose to fundraise in support of our charity. However, to protect our charity's reputation, adhere to regulatory expectations, and ensure supporter safety, all third-party fundraisers must comply with the following policy. This document outlines our expectations and obligations for any individual, group, or organisation raising funds in support of St Barnabas Hospice.

This policy aligns with the Fundraising Regulator's Code of Fundraising Practice, Charity Commission CC20 guidance.

2. Definitions

- Fundraising in Support Of: Activities not organised or delivered directly by the hospice but carried out by supporters to raise funds on our behalf.
- Third-Party Fundraiser: Any individual or group conducting fundraising without being directly employed or contracted by St Barnabas Hospice.
- Community Event: A local, independently arranged activity (e.g., fun run, coffee morning, quiz night).

3. Registration & Authorisation

- All fundraising activities must be registered with the hospice prior to promotion or delivery.
- Approval to use the St Barnabas name, logo, or promotional assets must be obtained in writing.
- Supporters must clearly state they are fundraising in support of St Barnabas, not on behalf of or representing the charity.
- Any unauthorised use of branding, or misrepresentation of affiliation, may result in formal withdrawal of permission.

4. Branding, Promotion & Materials

- Only hospice-provided or approved fundraising materials may be used.
- The St Barnabas logo must not be altered.
- No use of our branding is permitted for commercial gain or business promotion without a separate licensing agreement.
- Any co-branded materials must be signed off by the Marketing and Fundraising teams.

5. Legal, Safety & Risk Obligations

- Fundraisers are responsible for:
- Conducting risk assessments for their activities.
- Ensuring insurance is in place where appropriate (e.g., public liability for events).
- Obtaining any required licences or permissions from local authorities.
- Complying with all applicable laws and regulations including health & safety, safeguarding, food hygiene, and alcohol licensing.
- Ensuring that any fundraising conducted online (raffles, auctions, sweepstakes, etc.) adheres to Gambling Commission rules.

6. Financial Accountability & Money Handling

Fundraisers must:

- Transfer all cash and cheque proceeds to St Barnabas within 28 days of receipt, in accordance with best practice guidance from the Fundraising Regulator, Charity Commission CC20.
- Use official collection tins, buckets, or digital tools provided by the hospice.
- Not deduct any costs from fundraising income unless approved in writing beforehand.
- Not deposit any funds into a personal bank account.
- Submit sponsorship forms and income logs where applicable for reconciliation.
- Ensure all income is counted in the presence of two unrelated individuals where possible.

6.1 Online Giving Platforms & Delays

- For online giving platforms (e.g. JustGiving), fundraising pages may remain open up to 3 months post-event unless otherwise agreed.

- Significant delays (e.g. over 28 days) in sponsorship income return must be reported to the Fundraising team with justification.
- Supporters should notify the hospice once fundraising is complete so income can be reconciled and donors properly thanked.

7. Use of Our Name & Reputation

- St Barnabas Hospice reserves the right to withdraw permission for fundraising at any time if it is deemed that the activity may damage the charity's reputation.
- Fundraisers must not use our name or logo in ways that imply an official partnership or endorsement.
- Use of our branding in connection with commercial ventures is strictly prohibited unless previously agreed in writing.
- Fundraising must be conducted in a respectful, transparent, and ethical manner.

8. Photography, Media & Publicity

- Any photos or footage from your event may be shared with St Barnabas Hospice for use in fundraising and publicity.
- Consent must be obtained from individuals featured in any promotional media, especially for children or vulnerable adults.

9. Data Protection & GDPR

Personal data collected as part of fundraising activity must be handled in accordance with UK GDPR and the Data Use and Access Act (DUAA) 2025.

Fundraisers must:

Keep paper forms securely stored together in a sealed envelope or folder during travel (e.g., in the boot of the car) and hand them to a member of the Fundraising team as soon as possible.

Ensure that electronic devices (e.g., tablets) used for collecting personal data are encrypted, password-protected, and always kept with the individual while in use. Devices should be stored securely (e.g., in the boot) when not in use.

Not add donors to any mailing lists or use their data for promotional purposes without explicit, informed consent.

Return all paper forms or digital data to the hospice so we can securely store and destroy it in accordance with national policy and our internal processes.

Refer to the hospice's privacy policy for full information on how personal data is used and stored: ***Click to view the St Barnabas Privacy Policy***

10. Reporting Issues & Escalation

- Any concerns relating to misuse of funds, branding, fraud, safeguarding, or potential reputational damage must be reported to the Fundraising team immediately.
- Serious concerns will be escalated in line with our Anti-Fraud Policy and may be reported to Action Fraud, the Charity Commission, or relevant authorities.

11. Our Right to Withdraw Support

St Barnabas Hospice reserves the right to withdraw permission to fundraise at any time if:

- The fundraising activity poses a reputational or legal risk.
- Branding is used without permission or inappropriately.
- Funds are not returned in accordance with this policy.
- There is non-compliance with the Fundraising Code of Practice, gambling laws, or other relevant regulations.
- Any outstanding donations must be returned within 7 days of such a request. All promotional materials using St Barnabas branding must be removed immediately.

12. Contact and Support

For further advice, branded materials, or help with your event, contact:

Fundraising Team
fundraising@stbarnabashospice.co.uk | 01522 540 300

We welcome and appreciate all efforts made in support of St Barnabas Hospice, and we're here to help you fundraise safely, legally, and confidently.

13. Final Reminders

We want your fundraising to be safe, successful, and enjoyable — for you and for everyone who supports it. Before you begin:

- If you're unsure about the legal or safety implications of your activity, please contact us for advice.
- Always consider safety — both yours and others involved.
- Depending on your event, you may need insurance or a local authority licence (e.g., for raffles, collections, road closures).

- Enjoy fundraising and help make a difference, but please don't take unnecessary risks or cause distress to others.
- Remember: fundraising in support of a charity is a public-facing activity. It should reflect our values of integrity, compassion, and respect.

If in doubt, ask. We're here to help.

This policy is reviewed annually and was last updated July 2025