

Primary Trauma Care Foundation (PTCF) Safeguarding Principles at Fundraising Events: Children and Young Persons

PTCF is very grateful for your support. As part of our approach to professional fundraising we ask that when assessing the risks of any fundraising activities being planned that you give special attention to the welfare and safety of children and young people (i.e. all those under 18 years old).

The following considerations should be paramount:

- a) Treat all children and young people with respect and value their views and wishes.
- b) Always seek parental consent before children are involved in or attend an event.
- c) If the person is under 16, please ensure that parents or carers or other responsible adults attend the event with the child or young person.
- d) If the young person is between the ages of 16-18, they may take part in certain events with parental consent.
- e) Never get into a situation at the fundraising event where you are alone with a child/young person outside of the sight and hearing of other people.
- f) Do not remain in contact with a child/young person outside of the fundraising event or activity – unless with the knowledge and consent of the parent/carer.
- g) Only keep the minimum amount of information needed about the child/young person and ensure you comply with data protection in storing and using the information.

h) Always obtain parental/carer consent to photograph/film young children by using the approved documentation and forms. Please forward these to our Fundraising Manager at fundraising@primarytraumacare.org.

i) Where possible, seek references and checks on people and organisations who provide services at your events.

j) Always report any concerns you may have about a child or young person to a member of the fundraising team and/or charity administrator.

k) Always report any allegations made about you to our Fundraising Manager at fundraising@primarytraumacare.org, who will escalate any concerns to the Trustee Safeguarding team.

l) Seek advice from the PTCF fundraising team if you require any further clarification or assistance.

Thank you once again for helping PTCF maintain professional fundraising standards and for raising funds to support the trauma victims that it serves. We appreciate your support.