

# The Legal Stuff

## Social Media

- Disclaimer must be present, stating that all views expressed are the individual's and not those of Abaana.
- Logo can only be used for fundraising purposes and only by prior agreement with Abaana.

## General Principles

- Care should be taken not to exaggerate facts around the cause, such as rate of child poverty, money raised or use of donations.
- The use to which donations received will be put towards should be clearly stated; for example, for a specific project or for use across the range of Abaana projects. This should be confirmed with Abaana in advance.
- When deciding a suitable location, you should ensure it is easily accessible for all.
- In terms of behaviour, it should never be such as to damage the reputation of Abaana or of the individuals involved.

## Insurance

- It is not possible for Abaana to provide insurance cover for events. Organisers of fundraising events should carefully consider whether insurance cover is required and seek appropriate, professional advice as necessary.
- Depending on the event, prior licensing approval may be required. You should seek advice, as appropriate, from the relevant authorities; for example, the local council.

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### Health and Safety

- All volunteers must strictly adhere to recognised child protection guidelines. If children under the age of 16 are taking part in an event, you must ensure that prior permission has been provided in writing for each child, from their parent or guardian. Adequate supervision by suitable adults must be in place before, during and after the event.
- The professional advice of equipment manufacturers and staff supervising any facilities should be followed at all times.
- Abaana cannot accept liability for any loss, damage or injury suffered by yourself or anyone else as a result of taking part in a fundraising event.
- If your event involves preparation of food, please ensure that all food is stored, prepared, cooked and served, in adherence to recognised food hygiene guidelines.

### Money Raised

- Donations raised from an event should be passed to Abaana as soon as possible. The office will be able to advise on the handiest option for you. Please see our 'How We Can Help You' section for more information.

**The above list is not exhaustive. Abaana staff will be happy to provide advice and guidance. Please feel free to contact the office before your event.**