Safeguarding in Fundraising Policy

CHICHESTER CATHEDRAL

1	Policy statement
	The organisation is committed to: • Ensuring children are **safe, protected**, and only involved in appropriate fundraising activities. • Treating all donors **fairly, respectfully**, and without exploitation. • Preventing fundraising practices that take advantage of vulnerability, lack of knowledge, or reduced ability to consent. • Meeting all relevant legislative requirements across the UK. This policy applies to: • All employees • All volunteers • Third-party- fundraisers acting on behalf of the organisation • Contractors and agencies involved in fundraising It covers all fundraising activity, whether conducted in person, online, at events, or through partners.
2	**Purpose**
	Chichester Cathedral and its entities are charities and rely on the generosity of individuals and organisations and has processes to acknowledge and thank donors. This policy sets out the standards, responsibilities and procedures that govern how the organisation involves **children** and **people in vulnerable circumstances** in fundraising activities. It ensures compliance with the **Fundraising Regulator's Code of Fundraising Practice** and all relevant UK legislation.
3	**Definitions**
	Child Anyone under the age of 18 (as defined by UK child protection legislation). **Vulnerable Person** Anyone who may need additional support to make an informed decision due to factors including age, mental capacity, disability, illness, distress, cognitive impairment, financial hardship or other circumstances. **Fundraising Activity** Any activity undertaken with the aim of raising funds or donations for the organisation.

Fundraisers
Anyone nominated to accept donations on behalf of Chichester Cathedral.

4 Principles

Involving Children in Fundraising
The organisation does not engage children with fundraising activities such as actively asking school groups or children's community groups to undertake fundraising activities on our behalf.

The organisation acknowledges that children may attend our fundraising events as part of a family group and are protected by our safeguarding policies and procedures.

Safeguarding and Vulnerable Circumstances
The organisation must maintain clear safeguarding procedures covering:

- Risk assessment
- Reporting concerns
- Responsibilities of staff and volunteers
- Safe conduct during activities involving children

All fundraisers must be trained in safeguarding to a minimum of The Church of England Basic Awareness level or equivalent.

Ethical Treatment of Donors
Fundraisers must **never**:

- Exploit trust, distress or lack of understanding
- Pressure anyone into donating
- Take advantage of any vulnerable circumstance

Assessing Capacity
Fundraisers must:

- Not accept a donation if they believe the individual **cannot make an informed decision**
- Return donations if it is discovered the donor lacked capacity at the time

Fundraisers are not required to conduct formal capacity assessments but must act with caution, sensitivity and awareness.

Regular Donations

- The organisation must take reasonable steps to avoid asking individuals **under 18** to set up regular donations (e.g., direct debit).

Training Requirements
All staff and volunteers involved in fundraising must complete:

- Safeguarding training
- Data protection training
- Induction on this policy
- Refresher training at least every three years

5 Procedures

Identifying and Supporting Vulnerable Donors

Fundraisers should look for signs such as:

- Confusion or difficulty understanding
- Distress or anxiety
- Memory issues
- Indicators of financial hardship
- Repeated giving without understanding

If signs are observed:

1. **Stop** the fundraising interaction.
2. Provide information without pressure.
3. Decline or return donations where appropriate.
4. Document and report concerns through safeguarding channels.

Photograph and Media Permissions

Photographs may be taken at our fundraising events for marketing and promotion purposes. Individuals can ask not to have their photograph taken. In instances where an individual is clearly identifiable in a photograph, we will implement the following:

- Use approved consent forms.
- Store consent securely.
- Review consent before each reuse of images.

Record Keeping

The organisation must securely retain:

- Consent forms
- Risk assessments
- Safeguarding reports
- Logs of concerns about vulnerable donors
- Training records for staff and volunteers

6 Responsibilities

5.1 Trustees

- Ensure the organisation has appropriate policies, safeguards and oversight.
- Monitor compliance and risk.

5.2 Senior Management

- Implement this policy operationally.
- Ensure staff and volunteers are trained and supported.
- Maintain safeguarding procedures and risk assessments.

5.3 Fundraising Staff and Volunteers

- Act in accordance with this policy at all times.
- Report concerns immediately through safeguarding channels.
- Avoid placing children or vulnerable persons in inappropriate or high-risk- situations.

5.4 Third-party- Fundraisers

- Must comply with this policy as a condition of working with the organisation.
- May not deviate from safeguarding requirements under any circumstances.

Failure to comply with this policy may result in appropriate action being taken

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Distribution:	Heads of Department

Version control

Version	Date	Author	Description of change	Approved by
1.0	01.11.2025	AG	New policy	Safeguarding Committee.
1.1	27.10.2026	HC	Change of training renewal requirement from every two years to every three years in line with standard requirements	N/A