

**Risk Assessment Policy for:  
The Wings of Hope Educational Charity Fundraising Activities**

**Organisation Name:** Wings of Hope Educational Charity (WOHAA Programme)

**Activity:** Student-led fundraising (in-school and external environments)

**Date of Assessment:** August 2024

**Written by:** Sarah Hogg

**Review Date:** August 2025

**Assessed by:** Rajni Sriram

**1. Context**

The Wings of Hope Achievement Awards (WOHAA) encourages students in Years 9-12 to organise creative fundraising events to support educational initiatives for underprivileged children in India and Malawi. Activities may take place in schools or public venues, requiring clear protocols to ensure student safety and compliance with legal and educational standards.

**2. Risk Assessment**

Hazard	Who Might Be Harmed	Risk	Control Measures	Responsible Party	Severity	Likelihood
<b>Travel to External Events</b>	Students, accompanying adults	Injury, accidents, or getting lost	Students to be accompanied by teachers/parents; use of public transport or licensed operators; pre-agreed travel plans.	Students, Parents, WOHAA mentors to check for emergency contact details	High	Moderate
<b>Public Engagement (Events)</b>	Students, public	Injuries, disruption, safeguarding breaches	Supervising adults to be present; public liability insurance; clear behavioural guidelines for participants.	Students, schools	Moderate	Low

<b>Fundraising Activities</b>	Students	Injuries from equipment, financial misuse	Risk assessment for each event; teacher approval of plans; cash handling guidelines; restricted use of hazardous materials.	Students, teachers, WOHAAs mentors to check	Moderate	Moderate
<b>Online Fundraising</b>	Students, donors	Data breaches, cyberbullying	Platforms vetted for safety; GDPR compliance; monitoring of online communications by adults.	Students, WOHAAs staff	Moderate	Low
<b>Health &amp; Safety (Events)</b>	Students, public	Fire, medical emergencies	Event venues must have fire safety protocols; a First Aider and Designated Safeguarding Lead present; access to first aid; emergency contact list maintained.	Students, WOHAAs mentors to check	High	Low
<b>Reputational Risk</b>	Charity, schools	Misconduct or unapproved activities damaging reputation	Strict adherence to code of conduct; pre-approval for event promotion; ongoing mentorship.	WOHAAs mentors to check, teachers	Moderate	Low

### 3. Safeguarding and Supervision

- **In-School Activities:** Require teacher oversight; activities must comply with school policies.
  - **Off-Site Events:** Parents discretion as to whether they wish to accompany students.
  - **WOHAA-Led Events:**
    - A qualified First Aider and a Designated Safeguarding Lead will be present at all Wings of Hope-led events.
    - Students must provide emergency contact details and notify organisers of any additional needs during registration.
  - **Mentoring:** Each WOHAA team is assigned a mentor who ensures compliance with risk mitigation strategies and offers advice on safe practices.
    - All Team group chats have the DSL included.
    - All mentoring sessions are recorded and kept on file; students are aware of this and are asked to blur their background during calls if camera is on.
- 

### 4. Emergency Preparedness

- **First Aid:** Students to be aware of nearest First Aid kit when hosting events.
  - **Communication:** Students must have mobile phones for emergencies; emergency contact details for all participants logged.
  - **Incident Reporting:** Clear process for recording and responding to incidents during activities.
- 

### 5. Guidelines for Students

1. **Pre-Approval:** All fundraising plans must be reviewed and approved by the assigned mentor and/or teacher.
2. **Safety Checks:** Risk assessments specific to individual events (e.g., bake sales, marathons) to be completed in advance.
  - **Contingency plans:** Students are advised to have a Plan B for unforeseen circumstances to may arise before/during their events.

3. **Behaviour:** Follow the WOHA code of conduct to ensure respectful interactions and prevent conflicts.
  4. **Fund Handling:** Keep accurate records of funds raised and submit them securely to the Wings of Hope team.
- 

## 6. Resources and Support

- **Templates for generic risk assessments (provided by Wings of Hope).**
  - **Regular guidance from mentors and teacher liaisons where appropriate.**
  - **Contact details for Wings of Hope safeguarding lead given.**
- 

## References

- **UK Government Charity Risk Management Guidance: [Gov.uk](#)**
- **Wings of Hope Programme Details: [The Wings of Hope](#)**