**Safeguarding 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

**Review Date:** August 2025

**Written by:** Sarah Hogg

**Assessed by:** Rajni Sriram

**1. Context**

The Wings of Hope Achievement Awards (WOHAA) encourages students in Years 9–12 to organise creative and impactful fundraising events to support educational initiatives for underprivileged children in India and Malawi. Activities may take place within school grounds or in external public venues. Therefore, it is vital to have clearly defined safeguarding and risk management protocols in place to ensure the safety, well-being, and accountability of all student participants.

This policy supports compliance with:

* The **Children Act 1989 & 2004**
* **Keeping Children Safe in Education (2023)** statutory guidance
* **Charity Commission guidance on risk management (CC26)**
* Relevant data protection (GDPR) and Health & Safety legislation

**2. Purpose of the Policy**

To provide a clear and practical framework for safeguarding and risk assessment for all fundraising activities carried out by students under the WOHAA programme. The policy ensures that:

* Students are protected from harm during fundraising
* Events are inclusive, well-supervised, and risk-aware
* Charity and school reputations are safeguarded
* Legal and educational responsibilities are fulfilled

**3. Scope**

This policy applies to:

* All student participants (typically aged 13–18)
* Teachers, school staff, and parents involved in supervision
* WOHAA mentors, staff, and volunteers
* External facilitators or venue hosts associated with events

**4. Safeguarding Responsibilities**

| **Role** | **Responsibilities** |
| --- | --- |
| **WOHAA Safeguarding Lead** | Oversees safeguarding protocols and is the main contact for concerns |
| **Students** | Follow guidance, report risks or concerns, and act responsibly |
| **Mentors & WOHAA Staff** | Support students, conduct checks on plans, attend events where needed |
| **Parents/Guardians** | Provide emergency contact info, supervise where applicable |
| **Schools** | Support safe participation in school-based activities |

**5. WOHAA Safeguarding Measures**

WOHAA commits to the following measures to ensure safe participation in fundraising:

* **Supervision:**
  + In-school events follow school safeguarding policies
  + Off-site activities to have adult supervision or permission (parent)
  + WOHAA-led events will have a **Designated Safeguarding Lead** and **First Aider** present at all times
* **Event Registration Requirements:**
  + Students must register for events with WOHAA beforehand
  + Emergency contact details are required for all participants
  + Any medical, access, or support needs must be disclosed in advance
* **Risk Assessments:**
  + A written risk assessment must be completed for each event
  + Students are supported in identifying and mitigating potential hazards
  + Activities will be reviewed by mentors or staff before approval
* **Inclusion:**
  + Reasonable adjustments will be made to ensure students with SEND or other needs can participate
  + No one should be excluded from participation due to protected characteristics
* **Online & Public Engagement Safety:**
  + All online fundraising must use trusted platforms
  + Students must not share personal information with donors or the public
  + All digital communications should be respectful and monitored where necessary

**6. Responding to Safeguarding Concerns**

If a student feels unsafe, experiences inappropriate behaviour, or witnesses a safeguarding concern, they should immediately contact:

* Their teacher or parent/guardian
* A WOHAA mentor or the WOHAA Safeguarding Lead

All concerns are taken seriously and will be handled with discretion and urgency, in line with charity and school safeguarding procedures. Where necessary, concerns will be escalated to school safeguarding leads or external agencies.

**7. Monitoring and Review**

This policy will be reviewed annually or after any reported incident. Feedback from students, schools, and WOHAA staff will help inform changes. The next review is scheduled for **August 2025**.

**8. Key Contact**

**WOHAA Designated Safeguarding Lead:**  
  
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