

P.L.A.N.

Advice for Scottish Poppy Appeal Volunteers

Prepare yourself. Know where you are going and how to get there. Think about the groups you may meet. Consider the weather, time of day and what you might want with you. When you are collecting wear your identification and don't forget to smile!

Look confident. Be alert, walk tall and keep your head up. Be conscious of the area and what is happening around you. Communicating clearly and confidently can help you manage difficult situations.

Avoid risk. Ensure that someone knows where you are going and when you expect to return. If anything does not feel right, act on your intuition. Assess risky situations and consider what you can do to reduce risk. If in doubt, retreat to a safe place.

Never assume it won't happen to you or that your fears or concerns are unfounded. Never invade someone's personal space as this may cause them to become aggressive. Never engage in an argument.

Remember to report any incident, however trivial it may seem. Not doing so could put others at risk.

Collections & Safeguarding

We need to consider the safety and well-being of all we interact with during the Poppy Appeal, particularly those who are more vulnerable:

- Ensure plenty of help, particularly when setting up and taking down of displays and equipment.
- Plan for a minimum of two people (over 18) to support a collection.
- If there is an attempted theft, do not physically engage. Observe and report the details to the police, keeping a safe distance. Soon after, pass the details to your Scottish Poppy Appeal Organiser, along with the crime reference number.
- If young people (under the age of 18) are involved in fundraising, there must be a nominated appropriate adult e.g. Scout group with their own leader; child accompanied by their own parent.
- In the event of any concern raised relating to the health, safety or well-being of a young person or vulnerable adult, report this immediately to your Scottish Poppy Appeal Organiser.
- When matching a volunteer with a collection location or task, be conscious of their personal limitations, disabilities and any adaptations we might make to ensure they are comfortable and safe.

Further information on Safeguarding is available from:

www.poppyscotland.org.uk/volunteer-guide

For more information, please contact us.

Call: 0131 550 1597

Email: volunteer@poppyscotland.org.uk

...And finally

In the unlikely event of an incident that has affected (or has the potential to affect) your personal safety, please ensure to report it to your Poppy Appeal Organiser.

Remember, the team at Poppyscotland is always on hand to support you in your volunteering.

A Volunteer's guide to...

STAYING SAFE



poppy 
scotland

Behind them. Always.



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Introduction

Being a Volunteer Organiser, or other volunteer involved in fundraising activities for Poppyscotland, is a rewarding and exciting experience. The opportunity to raise essential funds for Poppyscotland, engage with the local community and volunteers, and to raise our profile is vital to the people we support. The personal safety of you and your supporting volunteers is equally as important.

We have assessed the personal safety risks that may be encountered, and this leaflet provides hints & tips to help you deliver a safe and successful Appeal in your area. You may feel you are familiar with the risks, but please take time to read and communicate the contents to your collecting team, particularly those new to fundraising

Your Poppy Appeal Organiser will be able to help with any further questions, particularly if you need access to any of the other sources of information mentioned in this leaflet. Digital copies of this leaflet, and further resources, are available at:

www.poppyscotland.org.uk/volunteer-guide



Insurance

Volunteer Organisers and other volunteers in your team are working on behalf of Poppyscotland. You represent the charity and are carrying out official organised fundraising whenever you arrange collections and activities in accordance with the volunteer guide:

www.poppyscotland.org.uk/volunteer-guide

As such, you are covered by our personal injury and public liability insurance. Cash collected during these events is also insured, as are assets owned by Poppyscotland (e.g. marquees). A copy of the insurance certificate is available from your Poppy Appeal Organiser.

If a volunteer runs their own independent fundraising event in support of Poppyscotland, they are not covered by our insurance policy.

This guide is based on a series of risk assessments undertaken by Poppyscotland and focuses primarily on the personal safety aspects of Scottish Poppy Appeal activities and cash collections.

Further information on other health and safety matters is referenced and can be obtained from your Poppy Appeal Organiser.

House to House & Street Collections

There are occasions where a volunteer may be working on their own. Whilst this is acceptable, we ask you to consider the following steps to reduce risk to individual volunteers:

- Avoid areas where there is a known high risk of aggression.
- Engage with a business owner or local householder near your collection point, so there is a safe place to go to should it be needed, or in bad weather.
- Be conscious of an individual's ability to stand or walk for periods of time.
- Remain vigilant for dogs (or other pets) who may react to a stranger entering their space.
- Take a companion, where possible. As a minimum, leave information on your planned route and expected return time with a family member.
- Carry a mobile phone to ensure you are contactable or able to contact someone if you encounter any problems.

Cash Handling

- Whenever possible, avoid delivering and collecting goods and cash on your own.
- Banking cash as soon as possible after it is collected will reduce the personal risk to you and the likelihood of an attempted theft.
- Cash, tins and buckets should not be left unattended in a vehicle at any time, nor be left within view of windows – even in your home.
- Do not advertise any location that you are using to hold cash.
- When travelling with cash, tins or buckets, ensure you plan your journey to minimise lengthy walking. Vary your routes and conceal items in a bag to keep your movements discreet to the general public.
- If counting cash, do so in a location that can be locked and shielded to restrict entry and sight of the cash.
- Young people under the age of 14 should not be involved in cash handling.

