

Charity Collection Policy

1. Applications will only be considered from a registered charity.
2. Public liability insurance for the charity must be valid at the time of the collection and submitted to Network Rail in advance.
3. Charities must be registered with the Charity Commission for a minimum of 2 years and have submitted 2 years of accounts.
4. Charities must be registered with the Fundraising Regulator for England and Wales and the Scottish Fundraising Standards Panel for Scotland at the time of submitting your application
<https://www.fundraisingregulator.org.uk/>
<https://www.goodfundraising.scot/fundraising-guarantee/>
5. Network Rail will not accept applications from charities with governance costs over 25%, so that the maximum amount of customer donations is spent directly on the charitable cause.
6. No charity that pays commission to its collectors or using a 3rd party professional fundraising agency will be accepted.
7. Permission (if given) will only be for a cash or contactless collection. No leafleting, direct debit sign-up promotions or selling of articles will be allowed.
8. Local limits may apply to the number of charitable collections allowed at a station each week.
9. An application and indemnity form must be signed before any collection takes place within the station.
10. A minimum of 60 days' notice is required when applying to collect at a Network Rail managed station.
11. Network Rail reserves the right to refuse permission to charities without giving the reason for refusal.
12. On the day of the collection:
 - All representatives must report to the Network Rail station reception, sign in and receive a safety brief before any activity commences.
 - All representatives must bring valid photo identification (passport or driving licence) with them.
 - All representatives must bring either a letter of authority from the charity to collect or valid charity identification.

- Anyone without the required identification will be denied permission to take part in the collection.
- All representatives must be a minimum of 18 years old.
- Each representative of the charity will wear an identification badge at all times. This will be provided by Network Rail on arrival.

The standards laid down in the safety briefing provided at the station must be adhered to at all times. Representatives of the charity must be courteous at all times and obey the shift station manager in all matters.

13. A specific area of the station will be allocated to the charity for the duration of the collection and must be adhered to.
14. Network Rail cannot take responsibility for or look after any bags that the charity representatives may bring with them on the day. Storage is at the discretion of the station manager.
15. Each charity will have no more than four representatives at any one time on the station on the date allocated. Any additional collectors will need to be approved in writing and in advance by the station.
16. The name of the charity must be displayed clearly at all times.
17. No activity will be undertaken in such a manner that is likely to harass, inconvenience or annoy any person or impede passenger movement at any time.
 - The 'shaking' of collection buckets is not allowed.
 - No physical contact will be made with anyone that is not connected to the activity.
18. On the day of the collection, Network Rail reserves the right to ask the charity to vacate themselves from the premises, should it become necessary due to operational requirements or should they fail to act in a manner satisfactory to Network Rail. Charities that are accepted, but fail to act in a manner satisfactory to Network Rail, will not be granted permission to collect at the station again.
19. Network Rail operates a strict alcohol and drugs policy. Any person associated with the activity that is under the influence of drink or drugs will be removed from the station and any future applications from that charity will be refused.
20. The monies collected are the responsibility of the charity; all collecting receptacles must be closed and sealed against accidental spillage and unofficial opening. Network Rail accepts no responsibility for these monies at any time.
21. Reasonable expenses can be paid to collectors but expenses for the collectors cannot be taken directly from the funds collected on the day.
22. It is the responsibility of the organisers to remove all waste generated as a result of the activity. If any remaining waste has to be removed by Network Rail, the charity will be charged for the cost of removal.

23. Any charity wishing to return to a Network Rail managed station must complete a new application and indemnity form.
24. Charities must provide feedback of the total funds raised at each individual Network Rail managed station. Please send these to charitablegiving@networkrail.co.uk within 14 days of the collection otherwise any future applications from that charity will be refused.

If you have any queries regarding this policy, please contact charitablegiving@networkrail.co.uk.