

Network Rail Charity Collections Policy: Managed Stations

1. Applications will only be considered from a Registered Charity.
2. No Charity that pays commission to its collectors will be accepted.
3. No articles may be sold at any time.
4. Local limits may apply to the number of charitable collections allowed at a Station each week.
5. Network Rail reserves the right to refuse permission to charities without giving the reason for refusal.
6. An Indemnity Form must be signed before any collection takes place within the Station.
7. Sufficient notice will be required when applying to collect at a Network Rail managed station.
8. On the day of collection, all representatives of the Charity must report to the Network Rail Station Reception to sign in and receive a safety brief before any activity commences. All representatives must bring valid photo identification (passport or driving licence) with them; anyone without the required photo identification will be denied permission to take part in the collection.
9. Each representative of the Charity will wear an identification badge at all times. This will be provided by Network Rail on arrival at the Station.
10. 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.
11. A specific area of the Station will be allocated to the Charity for duration of the collection and must be adhered to.
12. 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.
13. 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.
14. The name of the Charity must be clearly displayed at all times.
15. No activity will be undertaken in such a manner that it 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.

16. On the day of 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.
17. 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.
18. 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.
19. 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.
20. Any Charity wishing to return to a Network Rail managed station must fill in a new application and provide feedback of the total funds raised during previous collections at Network Rail managed stations.