

Oaks Nursery

Raffle Policy

Statement of intent

Oaks Nursery holds open days, specific events or celebrations aimed at providing social experiences outside of working hours for staff, children and their families. Within this scope a raffle may be held to raise funds to purchase particular equipment such as; multi-lingual resources, or to subsidise the cost of outings or trips for children.

Raffle prizes are donated from a wide variety of retailers, parents and staff. They may include free tickets to events, food, alcohol or children's toys and games.

General information

- The raffle promoter is: Oaks Nursery, Parkwood Road, Canterbury CT2 7FL
- Participants may purchase tickets from nursery staff within the set timescales
- Raffles will be open for up to 4 weeks before the event with the draw being held on event day
- The event date and times will be published on all advertising literature

Finance

- Tickets will cost £1 for a block of 5
- There are no cash alternatives for prizes
- Money raised will be banked in line with Kent Union Financial Procedures, in a designated account.
- Kent Union retains appropriate banking reports and reconciliations
- Tickets can be purchased in the nursery using cash only

Fair and open draws

- The draw will take place on the day of the event in the nursery, in plain sight of staff and witnesses
- 2 members of staff will conduct the draw
- Draws are conducted using a blind draw; that is tickets are randomly selected
- Prizes will be labelled in numerical order prior to the draw taking place
- Participants who notify staff that they will not be present during the draw will be asked to write a contact name and number on the ticket stub. In doing so permission is given to display data on a winners board

- Winners information will be recorded by a member of staff at the time of the draw, and displayed within the nursery for a period of up to 2 weeks after the draw has taken place
- Unclaimed prizes will be kept for a maximum of 2 weeks and then included in the next event

Responsible gambling

- Oaks Nursery children will not be involved in the promotion or sale of tickets
- Tickets will not be sold to anyone under the age of 16, with tickets stubs containing adults names only
- The number of tickets sold to any one individual will not exceed £20
- Gamcare provides support, information and advice to anyone suffering through a gambling problem; www.gamcare.org.uk, Helpline: 0808 8020 133
- Individuals may request self exclusion by emailing: oaksnursery@kent.ac.uk

Complaints

- Complaints are dealt with by the Nursery Manager, Chris Comper and the details formally recorded in a complaints log. C.Comper@kent.ac.uk
- The Nursery Manager will respond within a period of 5 days on receipt of a written complaint
- If the initial complaint cannot be resolved by the Nursery Manager the complaint will be forwarded to Hannah Wallington, Director of Marketing and Business Development. H.Wallington@kent.ac.uk
- The complaints log and any written complaints will be kept for a period of 3 years

Adopted on (date): 28th May 2012

Signed on behalf of The Oaks Nursery:

Name: Chris Comper

Job title: Nursery Manager