



Application Checklist

If your application is successful, you will be required as part of our due diligence process to provide the following documents

ORGANISATION NAME:

COMPANY DOCUMENTS

- A copy of your organisation's rules, constitution or other governing document
- Proof of bank account in the organisations name and two signatories
- Latest audited/published accounts for your organisation
- Criminal Records Bureau (CRB)/Disclosure and Barring Service (DBS)

Please confirm that all people who have access to children/vulnerable people have been vetted and cleared

INSURANCE POLICIES

- Employer's Liability Insurance
- Public Liability Insurance
- Professional Indemnity Insurance
- Insurance to cover volunteers

ORGANISATION POLICIES

- Equality/Diversity Policy
- Child Protection/Safeguarding and Vulnerable Persons Safeguarding Policies
- Management Information Policy or equivalent that sets out how the organisation complies with the Data Protection Act 2018 including the new rules on GDPR
- Health and Safety Policy
- Whistle Blowing Policy

OPCCN OFFICE USE

- Financial check carried out by procurement

These checks are to be carried out on an annual basis for all organisations that the OPCCN commissions.