

**Application Checklist**

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

 **ORANISATION NAME:**

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| **COMPANY DOCUMENTS** |  |  |
| * A copy of your organisation’s rules, constitution or other governing document
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| * Proof of bank account in the organisations name and two signatories
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| * Latest audited/published accounts for your organisation
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| * Criminal Records Bureau (CRB)/Disclosure and Barring Service (DBS)
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| Please confirm that all people who have access to children/vulnerable people have been vetted and cleared  |  |
| **INSURANCE POLICIES** |  |
| * Employer’s Liability Insurance
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| * Public Liability Insurance
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| * Professional Indemnity Insurance
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| * Insurance to cover volunteers
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| **ORGANISATION POLICIES** |  |
| * Equality/Diversity Policy
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| * Child Protection/Safeguarding and Vulnerable Persons Safeguarding Policies
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| * Management Information Policy or equivalent that sets out how the organisation complies with the Data Protection Act 2018 including the new rules on GDPR
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| * Health and Safety Policy
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| * Whistle Blowing Policy
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**OPCCN OFFICE USE**

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* Financial check carried out by procurement

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