

**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 | |  |
| * 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 | |  |
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| **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 | |  |
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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.**