# Due Diligence Form

## Section 1: Your Organisation

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| Name of organisation:  |   |
| Lead contact name:  |   |
| Lead contact position:  |   |
| Correspondence address:  |   |
| Telephone:  |   |
| Email:  |   |
| Website:  |   |
| Legal status:  | Private Limited Company  |   | Registered Charity  |   |
| Public Limited Company  |   | Public Sector  |   |
| Other *(please specify)*  |   |
| Legal name:  |   |
| Company / Charity registration number(s):  |   |
| Is the organisation or any of the Directors under current or previous criminal/civil proceedings?  | ☐ No ☐ Yes, please provide details:  |
| Has the organisation or its Directors been subject to a County Court Judgement (CCJ)?  | ☐ No ☐ Yes, please provide details:  |
| In the last three years. has there been any finding of unlawful discrimination made against your organisation by any court or employment tribunal?  | ☐ No ☐ Yes, please provide details:  |

## Section 2: Financial

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| Has the organisation or any of its Directors’ filed for bankruptcy?  | ☐ No ☐ Yes, please provide details:   |
| Have you attached your latest audited accounts or a statement of the organisation’s turnover, profit & loss/income & expenditure and cash flow position for the most recent full year of trading/operations where this information is not available in audited form?  | ☐ No ☐ Yes  |

## Section 3: Quality

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| Please list all standards and accreditations that your organisation holds or is working towards *(add rows as required):*  |
| Name  | Status  | Expiration date (if applicable)  |
|   | ☐ Hold ☐ Working towards  |   |
|   | ☐ Hold ☐ Working towards  |   |
|   | ☐ Hold ☐ Working towards  |   |
|   | ☐ Hold ☐ Working towards  |   |
|   | ☐ Hold ☐ Working towards  |   |

## Section 4: Health & Safety

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| Does your organisation have its own safeguarding policy?  | ☐ No ☐ Yes  |
| What is the name and job title of the person responsible for child protection in your organisation?  |   |
| Do you make sure that all staff and volunteers have Disclosure and Barring Service checks?  | ☐ No ☐ Yes Please explain if not  |
| How often do you repeat Disclosure and Barring Service, Disclosure Scotland or Access NI checks?  |   |
| Have your staff attended Safeguarding training?  | ☐ No ☐ Yes, please state training/refresher dates:  |
| How often do staff and volunteers have their safeguarding training refreshed?  |   |
| How do you record and monitor reportable Incidents?  |   |
| In the last three years, has there been any finding of unlawful discrimination made against your organisation by any court or employment tribunal?  | ☐ No ☐ Yes, please provide details:  |

## Section 5: Policies & Documentation Checklist



## Section 6: Declaration

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| I declare to the best of my knowledge that the information provided in this Due Diligence return is reliable, accurate and true.  |
| Name:  |   | Position:  |   |
| Signature:  |   | Date:  |   |