together we are
GREATER MANCHESTER

Bolton
Bury
Manchester
Oldham
Rochdale
Salford
Stockport
Tameside
Trafford
Wigan

Greater Manchester Production Fund:

Application Form - Grant and Investment

Created July 2026

Version Control

Date	Notable Changes	Initial
9.7.26	Content changes throughout – Wider Commercial ask now appropriately reflected	RS (GMCA)

How to Complete This Application Form

This application form is split into three sections. Applicants must complete each section in full and ensure that responses are clear, accurate and aligned to the requirements set out in the ‘Production Fund Guidance for Applicants’ document, which explains the fund objectives, eligibility requirements, assessment approach and supporting information required.

To help applicants complete the form correctly, please note the following throughout the document: grey shaded areas are for applicant responses; tick boxes must be completed where shown; word limits must be followed; and any requested evidence should be clearly labelled and submitted with the application where required. Applicants should not include additional documents unless these are specifically requested in this form or the accompanying guidance.

Section 1: Suitability Questions – Pass/Conditional Pass/ Fail

Section 1 asks for applicant information and confirms whether the applicant meets the fund’s minimum suitability requirements. This includes company information, financial standing, insurances, safeguarding and information governance requirements. Applicants must answer all questions and be able to provide any requested evidence or confirmations upon request.

Failure to complete this section, or failure to meet the minimum requirements, may result in the application being rejected.

Section 2: Application Questions

Section 2 asks applicants to provide information about their organisation, project and the anticipated benefits for Greater Manchester. This section includes both “for information only” questions and scored evaluation questions. Applicants should answer all questions directly, use the response boxes provided, and provide clear and specific evidence where requested.

Responses should focus on the project being submitted and clearly demonstrate how it supports the objectives of the Greater Manchester Production Fund, as set out in the Production Fund Guidance for Applicants. Where questions ask for figures, percentages, dates or forecasts, applicants should provide the most accurate information available and explain any key assumptions.

All response fields in this section must be completed. Where a question is not applicable, applicants should state “Not applicable” and briefly explain why. Information exceeding the stated word limit will not be considered during evaluation.

The key evaluation questions will be assessed against the published scoring methodology and weightings set out in the Production Fund Guidance for Applicants. Applicants should use these questions to provide clear, evidence-based responses that directly address the criteria.

Section 3: Declaration

Section 3 must be completed by an authorised representative of the applicant organisation. This section asks applicants to confirm the accuracy of the information provided, declare any use of artificial intelligence in preparing the application, and accept the relevant conditions and undertakings. The declaration should be signed and dated before the application is submitted.

Submission

Before submitting your application, please use the pre-submission checklist in Section 3 to confirm that all required sections are complete, all mandatory tick boxes have been completed, all required supporting information has been included, and all stated word limits have been followed. Content exceeding the specified word limit will not be considered.

Applications must be submitted using the application form provided, signed and dated by an authorised representative of the applicant organisation, and sent to **ProductionFund@greatermanchester-ca.gov.uk**. Applicants must not restructure, recreate, lock or materially alter the application form.

Unless specifically requested, additional documents, appendices, embedded files, marketing materials, brochures, website links or references must not be included. Any information submitted outside the required format may be disregarded.

Applicants are responsible for ensuring their application is complete, accurate and sufficiently evidenced at the point of submission. GMCA may request clarification or additional information but is under no obligation to do so. Applications that are incomplete, ambiguous, unsupported, submitted in the wrong format, or fail to provide the required information may be rejected or excluded from further consideration.

If any information provided as part of the application changes or becomes inaccurate before or after submission, applicants must notify GMCA as soon as possible, providing details of the change and the reasons for it. GMCA reserves the right to determine whether the application can continue to be considered.

Applicants should refer to **The Production Fund Guidance for Applicants** for full details of the application process, eligibility requirements, due diligence requirements, assessment methodology and supporting information requirements.

Section 1: Suitability Questions – Pass/Conditional Pass/Fail

Applicant Information

Applicants are required to complete the following table to provide complete, accurate and up-to-date company information. If information is incomplete or inaccurate, the application may be excluded.

Applicant Information
Your organisation’s legal name. [Insert name]
Main contact for the purpose of this application. [Insert name] [Insert email address] [Insert contact number]
Your company’s registered address. [Insert address]
Website [Insert website address]

Registration number (please state if this is a company, partnership, charity number etc.).
[Insert Registration No.]

Trading status (i.e. private limited company, sole trader, partnership etc.)
[Insert Trading Status]

Are you a Small or Medium-sized Enterprise (SME)?
[Insert Yes or No]

Confirm your turnover for the past 3 years (if information is not available, please provide details as to why).
[Year 1]
[Year 2]
[Year 3 (current year)]

Please confirm whether you are applying as a single applicant, with or without subcontractors, or as part of a group or consortium.
[Single applicant / consortium / group]
[If applicable, provide details of subcontractors, delivery partners, consortium members or group structure]

Please confirm that the applicant is an individual or constituted organisation that is legally able to receive public funds. (required)
[You must select yes to this question for your application to be considered]
☐ Yes
☐ No

Is this project dependent on any other public funding or specific cooperation from a public body, aside from funding from the Greater Manchester Production Fund? (required)
[If yes, please confirm whether this is secured, agreed in principle, or still subject to approval. By “dependent” we mean that the project is reliant on this additional funding or cooperation to run and cannot do so without it.]
☐ Yes – secured
☐ Yes – agreed in principle
☐ Yes – still subject to approval
☐ No
[If yes, provide details of the funder/public body, amount or nature of support, status and expected timing.]

Has the applicant, or any linked enterprise where relevant, received any public funding, subsidy, Minimal Financial Assistance, or equivalent financial assistance from a UK public authority within the current and previous two financial years? (required)
☐ Yes
☐ No
[If yes, provide details below. Include grants, subsidies, Minimal Financial Assistance and any other financial assistance from government, local authorities or public organisations.]

Funder / public authority	Amount	Date awarded / received	Purpose	Subsidy route, if known
[Response]	[Response]	[Response]	[Response]	[Response]
[Response]	[Response]	[Response]	[Response]	[Response]

[Response]	[Response]	[Response]	[Response]	[Response]

Are you expecting the applicant, or any linked enterprise where relevant, to receive any further public funding, subsidy, Minimal Financial Assistance, or equivalent financial assistance before the proposed award date? (required) ☐ Yes ☐ No [If yes, provide the estimated amount, funder/public authority, purpose and expected timing.]
Do you confirm that the information provided may be used by GMCA to assess subsidy control compliance, including whether the proposed award can be made under Minimal Financial Assistance or another lawful subsidy route? (required) ☐ Yes ☐ No [If no, please explain why.]

Due Diligence

Applicants must meet the criteria to pass each of the requirements below and be able to provide evidence of this when requested by GMCA prior to award; otherwise, the application may be excluded.

Suitability Question	Response
Economic and Financial Standing:	
GMCA will assess the financial health of applicants using external credit rating agencies and its own internal assessment based on an applicant's latest set of published accounts. Please note that the applicant will be required to provide their latest set of accounts if they are not publicly accessible. External credit rating agencies measure an organisation's financial health using published financial results and analyse an organisation's financial position from a number of angles, including profit management, working capital management, liquidity and how assets are funded. A financial health score is provided from zero to 100, with zero being the lowest score and 100 being the highest. Where the applicant is relying on a parent company guarantee, a financial health assessment will also be conducted on the parent company. The financial health of each organisation will be categorised via a RAG rating system: Red being high risk, Amber being medium risk and	☐ Please tick to confirm that you understand the above.

Green being low risk, as determined by GMCA. Where the outcome for an applicant is assessed as low risk, the applicant will meet the condition. If the outcome for any applicant is assessed as medium or high risk, this is not an automatic failure. GMCA may seek and review any explanations and additional data provided by the applicant to make a final determination around financial risk. If an applicant is assessed as medium or high risk in any areas and is not able to provide explanations or clarifications that are deemed satisfactory to GMCA, the applicant will fail the assessment, and the application may be excluded from further consideration. If GMCA excludes an application from the application process, an explanation will be provided to the applicant.	
Insurance:	
Do you have, or agree to obtain, the following insurance(s) required to deliver the funding agreement: 1. Employer's (Compulsory) Liability Insurance* = £5,000,000 2. Public Liability Insurance = £5,000,000 3. Production Insurance: appropriate to the scale, nature and risk profile of the production, including any cover required under the funding agreement. Applicants must confirm the type and value of cover currently in place, or confirm that appropriate cover will be obtained before any funding agreement is entered into. *There is a legal requirement for certain employers to hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. See the Health and Safety Executive website for more information: **www.hse.gov.uk/pubns/hse39.pdf**.	[Insert Yes or No] [Insert Yes or No] [Confirm whether production insurance is currently in place. If yes, state the type and value of cover. If no, confirm that appropriate cover will be obtained before any funding agreement is entered into.]

Applicants must confirm that they have the required insurance(s) or agree to obtain them if their application is successful. Failure to do so will result in a fail and the application being rejected.	
Safeguarding	
Applicants must review the Safeguarding Framework and assess whether their production presents a low, medium, or high safeguarding risk. For safeguarding purposes, the risk is set at: ● **Low risk** – no or insignificant access to children, young people, or adults at risk. These arrangements fall outside of the safeguarding framework. ● **Medium risk** – services that have contact with the public and where safeguarding concerns may arise as part of service delivery, but which do not provide a direct service to children, young people, or adults at risk. There may, however, be incidental or one-off contact with these groups. ● **High risk** – services involving direct and/or unsupervised access to children, young people, or adults at risk. Applicants must then select the correct safeguarding risk level. If identified as either 'Medium' risk or 'High' risk, applicants must complete the corresponding requirements set out in **Annex 1 'Medium'** or **Annex 2 'High'** before submitting their application.	
By completing this section, you are confirming that all individuals engaged in the production, including employees, cast, crew, freelancers, contractors, subcontractors and delivery partners, will be required to comply with your safeguarding policies and procedures where applicable. GMCA will evaluate your safeguarding response in line with the safeguarding scoring methodology set out in the separate Production Fund Guidance for Applicants. Any applicant that scores below the minimum safeguarding threshold set out in that guidance will fail the safeguarding section and the application will be rejected in its entirety. GMCA's decision is final.	☐ Please tick to confirm that you have completed and submitted Annex 1 / 2 and have submitted all relevant documents. Or ☐ Please tick here if you categorise your production as 'Low' safeguarding risk (i.e. no requirements).
Information Governance	

GMCA requires you to provide details of your organisation's approach to information governance by completing questions A - F below. Please ensure you have read and understood Annex 3 of the Production Fund Guidance for Applicants before completing your responses.
If your organisation fails any question within this section, then your application will fail the Information Governance section and therefore your application will be rejected in its entirety. This will be determined using the scoring criteria set out in Annex 3 of the Production Fund Guidance for Applicants.

A – ICO Registration Status

If your organisation is registered with the Information Commissioner's Office (ICO), confirm your Registration Number and expiry date.
If you are exempt, explain which exemption applies and why? – for guidance see **Exemptions | ICO**
Your current registration status can be verified on the ICO website - Information Commissioner's Office - Register of data protection fee payers
Word limit: 50 words

[Response]

B – Data Protection Governance & Policy

Part 1

Please confirm who within your organisation holds primary responsibility for Data Protection and governance.

Part 2

Please describe your approach to ensuring data protection compliance with relevant legislation, e.g. UK GDPR and the Data Protection Act 2018.
Please ensure your response highlights the following key measures:

- Data protection
- Records management
- Individual Rights
- Data breaches and data protection complaints
- Training

Part 3

Please provide a copy of your organisation's Internal Data Protection Policy.

Guidance

Redacted versions can and should be submitted instead of leaving the request unmet.
Please ensure that your application contains only the documents that have been requested, e.g. your Internal Data Protection Policy.
Please do not provide any links to any external cloud / storage services for documents to be accessed as these links may be blocked by our organisation's firewalls.
Free type max 500 words. Please be advised that your submission for Part 3 is exempt from the word count restriction.
Responses to Part 1 and Part 2 must not exceed a combined total of 500 words.

[Response]

C – Privacy Notice

Please provide a copy of your organisation's External Privacy Notice (or link to webpage).

Guidance

Please ensure that your application contains only the documents that have been requested, e.g. External Privacy Notice. As these documents are kept in the public domain, this should help address any concerns about confidentiality.

Please do not provide any links to any external cloud / storage services for documents to be accessed as these links may be blocked by our organisation's firewalls.

[Response]

D – Data Storage and Processing

Please confirm that the data you store/process is kept within the UK / EU and if not please state the country used and explain what security arrangements are in place?

If you respond to a question with N/A, please explain why it is not applicable.

Do not attach or provide links to policy documents or similar documents, even if they contain sections that answer the application question, as these will not be considered for this question.

Max 250 words

[Response]

E – Working with subcontractors

Please confirm if your organisation subcontracts any processing of personal data to third party organisations. Please confirm how your organisation ensures that subcontractors provide the same level of compliance and assurance?

Max 250 words

[Response]

F – Breach / Incident procedure

Please outline your personal data breach / security incident procedure with reference to:

1. Liaison with GMCA
2. Investigation process
3. Reporting mechanisms
4. Identification of lessons learnt
5. Assessment of risk

Please do not attach further documents to support your response, as these will not be considered.

Max 500 words

[Response]

Section 2: Application Questions

Project Overview – For Information Only

This section is not scored and does not form part of the published assessment criteria. However, the information provided may be considered by GMCA when assessing the application, undertaking due diligence, and making recommendations regarding the award of funding.	
Please tick one option to confirm which funding route you are applying for. If you are unsure which option applies, please refer to the Production Fund Guidance before completing this section.	☐ **Grant funding** – Greater Manchester-based company requesting up to £500,000 **Or** ☐ **Recoupable investment** – Greater Manchester-based company requesting more than £500,000 **Or** ☐ **Recoupable investment** – company based outside Greater Manchester
Project title	[Response]
Format ***Film / TV***	[Response]
Genre	[Response]
Total budget	[Response]
Amount requested ***Maximum amount available up to 20% of total budget***	[Response]
Key production dates	[Response]
Is your company categorised as: True independent – funded by private equity, founders, or individual project financing, such as pre-sales or tax credits. You are self-governing and not a subsidiary of a larger media conglomerate. Studio/distributor owned – backed by or fully owned by major entities, such as Fremantle, BBC Studios, All3Media, Banijay, ITV Studios, Studio Canal, STV, Mediawan, SKY, Sony, Keshet, Studio TF1 or	☐ True independent ☐ Studio/distributor owned ☐ Other [Response]

Red Arrow, etc. Please stipulate which one. Other – please give details.	
Key Personnel	
Who will be the executive in charge of production?	[Response]
Who will represent the production company for business affairs, legal matters and contracting?	[Response]
Who will oversee finance and be responsible for financial reporting?	[Response]
Funding Request	
How will funding be used? *Maximum 150 words*	[Response]
How will it help move the project into production? *Maximum 150 words*	[Response]
Does the company have a UK bank account?	[Response]
Please detail amount and percentage of the total budget to be taken in: (a) producer fees (b) production fee (c) corporate overhead (d) recharges to the production company, production label, parent company or other. Please give details. *Maximum 200 words*	[Response]
Additional Information	
Any further details *Maximum 150 words*	[Response]

Key Evaluation Questions

Regionality – 10% Weighting	
Is your primary business address in Greater Manchester?	[Yes / No]
Do you have auditable plans, or are you in the process of establishing, a permanent regional base in Greater Manchester? ***Please give details.***	[Yes / No] [Response]

Portrayal – 10% Weighting	
Does your production meaningfully portray Greater Manchester?	[Yes / No]
Please provide details of locations, areas, landmarks etc. which provide a sense of place. *Max. 150 Words*	[Response]
Does your production portray the region in terms of on-screen talent?	[Yes / No]
Please provide details of confirmed talent. *Max. 150 Words*	[Response]

Economic Impact – 40% Weighting	
Are you applying as a Special Purpose Vehicle (SPV)? If so, please provide details.	[Yes / No] [Response *Max. 150 Words*]
Please detail spend on below-the-line costs, giving amounts or best estimates, along with percentage of total spend on: (a) crew from Greater Manchester (b) on-screen talent from Greater Manchester (c) studio or other facilities and locations in Greater Manchester	[Response]

(d) equipment hire from Greater Manchester-based equipment suppliers (e) production services, including security, catering, stunts, specialists, advisors, and on-set medics from Greater Manchester (f) post-production, edit and finishing post, including colourisation, grade, and dub, VFX and other post specialisms from Greater Manchester (g) any other direct production-related spend in Greater Manchester, excluding hotels, travel, per diems and other wider economic spend.	
Please give details of wider spend in the Greater Manchester economy, such as hotels, food suppliers, and any other relevant spend. *Max. 150 Words*	[Response]
What is the total length of your shoot? *Max. 100 Words*	[Response]
How much of the production schedule will be spent in Greater Manchester? *Max. 100 Words*	[Response]
What is the total length of your post-production? *Max. 100 Words*	[Response]
How much of the post-production schedule will be spent in Greater Manchester? *Max. 100 Words*	[Response]
Please detail any other production-related activity that will take place in Greater	[Response]

Manchester that may not be captured above. *Max. 150 Words*	
Please identify the key risks that could affect delivery of the production, the finance plan, and the intended Greater Manchester impact. For each risk, please explain the likelihood, potential impact, mitigation actions, and who will be responsible for managing the risk. ***Your response should cover, where relevant: production schedule, confirmed finance, cashflow, availability of key talent/crew, locations, permissions, insurance, cost increases, delivery of Greater Manchester spend, Greater Manchester-based employment, training commitments, and any other factors that could reduce the benefits proposed for Greater Manchester.*** ***Max. 300 Words***	[Response]
Sector, Pipeline and Cultural Impact – 40% Weighting	
Please detail the key production roles that will be based in Greater Manchester. Where roles have already been identified, please confirm the positions and whether they are confirmed or anticipated. *Max. 200 Words*	[Response]
Please detail any crew/HOD roles you are	[Response]

employing from outside Greater Manchester. *Max. 150 Words*	
Please advise on any opportunities your production is providing in helping production or craft staff take a meaningful step up in their career. *Max. 150 Words*	[Response]
Please provide details of any training or advancement opportunities you are providing. *Max. 150 Words*	[Response]
Will this production provide ongoing employment for any individuals beyond this specific production and post-production schedule? *Max. 150 Words*	[Response]
We want to support our valued and diverse Greater Manchester workforce – how does this production encourage and enable inclusivity? *Max. 150 Words*	[Response]
Greater Manchester has set a target to meet carbon neutrality by 2038 – how will this production positively contribute to this target? *Max. 150 Words*	[Response]
Are there any other ways your production will contribute to the culture and creative economy of Greater Manchester? *Max. 150 Words*	[Response]

Section 3: Declaration

AI Use Declaration

Applicants may use artificial intelligence (AI) tools to support the preparation of their application. However, applicants remain fully responsible for the accuracy, relevance and deliverability of all information submitted.

Where AI tools have been used, applicants must ensure that responses have been reviewed, verified, and tailored to the project. Applicants must not submit AI-generated content that is inaccurate, misleading, generic, unrelated to the application, or includes commitments that the applicant cannot deliver.

Please confirm whether AI or machine learning tools, including large language models, have been used to support any part of this application.

1. Have you, or any third parties supporting your application, used AI or machine learning tools to help prepare any part of this submission?	Yes / No* Delete which is not applicable*
If yes, please describe how AI was used and which sections of the application it supported.	
2. Where AI tools have been used, have all AI-supported responses been checked and verified for accuracy, relevance, and deliverability?	Yes / No* Delete which is not applicable*
3. Are you proposing to use AI or machine learning technologies as part of the production, project delivery, services, or outputs funded through this application?	Yes / No* Delete which is not applicable*

If yes, please describe how AI will be used and what controls are in place to manage accuracy, data protection, confidentiality, bias, intellectual property, and other relevant risks.

Pre-submission Checklist

Before signing the declaration, applicants should check that their submission includes the completed application form and all required documents listed in the Production Fund Guidance for Applicants. Applicants should only include documents that have been requested and should not include additional appendices, marketing materials, embedded files, website links, or cloud storage links unless specifically requested by GMCA.

Checklist	Included
Application form completed in full and signed by an authorised representative.	☐
Correct funding route selected: grant or recoupable investment.	☐
Required budget, finance plan, schedule and supporting documents included. See Guidance document for full requirements.	☐
Subsidy control, insurance, safeguarding and information governance questions completed.	☐
Annexes and evidence included where required, including safeguarding and data protection documents.	☐
AI Use Declaration completed.	☐
No unrequested documents, links or embedded files included.	☐

Certificate and Declaration

By signing this declaration, I/we apply for consideration under the Greater Manchester Production Fund and confirm that I/we are authorised to submit this application on behalf of the applicant organisation.

I/we confirm that the information provided in this application and any supporting documents is accurate, complete, and not misleading to the best of my/our knowledge. I/we understand that false, incomplete, or misleading information may result in the application being rejected, any funding offer being withdrawn, or future eligibility for GMCA funding being affected.

I/we confirm that the applicant has considered all requirements set out in the application documents and guidance and agrees to provide any further information or supporting evidence requested by GMCA within five working days of the request, unless otherwise agreed.

I/we understand that submission of this application does not create any commitment by GMCA to award funding or enter into a funding agreement, and that GMCA is not required to accept any application in whole or in part.

I/we understand that GMCA will not be liable for any costs, charges or expenses incurred by the applicant, subcontractors, advisers, or any other party in preparing, submitting or supporting this application.

I/we confirm that the applicant has complied with its obligations relating to the payment of taxes under the law of the United Kingdom, or of the relevant state in which the applicant is established.

I/we confirm that I/we have read and understood the Privacy Notice included in the guidance document, which explains how GMCA will handle personal information provided as part of this application.

I/we confirm that, except where clearly stated in the application, the applicant has not made an irrevocable commitment to the project that forms the basis of this application.

I/we understand that any offer of funding may be publicised by GMCA, including through a press release giving brief details of the project and the amount of support offered, and that successful projects may be used as case studies.

I/we acknowledge that information provided to GMCA may be subject to disclosure under the Freedom of Information Act 2000 or other applicable legislation, where disclosure is appropriate and required by law.

Signed:		**Date:**	

Name:			
For, and on behalf of:			
Position in Company:		**Telephone Number:**	
Email Address:			

Annex 1

Medium Risk Safeguarding Checklist

REQUIREMENTS	EVIDENCE
You have a clear written Safeguarding Policy which demonstrates your organisation's commitment to keeping children, young people, and/or adults at risk safe. Your staff/volunteers who may come in contact with children, young people and/or adults at risk have access to and use of safeguarding policies and procedures.	Name of document: Section: Page Nos:
You have designated safeguarding leads named in the safeguarding policy/procedures who are responsible and accountable for implementing safeguarding arrangements within your organisation.	Name of document: Section: Page Nos:
You set ground rules for appropriate behaviors for staff, volunteers where applicable e.g. a code of conduct, which set out clear expectations for staff/volunteers working or having contact with children, young people and/or adults at risk.	Name of document: Section: Page Nos:

You provide guidance to staff/volunteers about how to respond to a disclosure, including guidance on information sharing, confidentiality and consent.	Name of document: Section: Page Nos:
You have clear procedures and support systems in place to enable all staff/volunteers to report in confidence any suspicions concerning the conduct of others or of the organisation itself. E.g. a whistleblowing policy, complaints policy, etc.	Name of document: Section: Page Nos:
You have disciplinary and grievance procedures for staff which comply with the ACAS (Advisory, Conciliation and Arbitration Service) Code of Practice.	Name of document: Section: Page Nos:
You have a policy and procedure which ensures that all potential staff/volunteers who have contact with children, young people or adults at risk are subject to a safe recruitment and selection process, including appropriate DBS checks, where applicable.	Name of document: Section: Page Nos:
You ensure that all staff/volunteers attend regular and ongoing safeguarding training appropriate to their role.	Name of document: Section: Page Nos:
You ensure that all activities being provided are properly planned, organised and risk assessed to ensure that all reasonable steps are taken to prevent children, young people or adults at risk being harmed whilst participating in the organisation's activities.	Name of document: Section: Page Nos:

Annex 2

High Risk Safeguarding Checklist

	AREA	ESSENTIAL CRITERIA	EVIDENCE
ACCOUNTABILITY			
1	**Leadership and Accountability**	You have designated safeguarding leads named in the safeguarding policy/procedures who are responsible and accountable for implementing safeguarding arrangements within your organisation.	Name of document: Section: Page Nos:
POLICIES			
2	**Suite of Safeguarding and related policies and procedures**	You have a clear written Safeguarding Policy which demonstrates your organisation's commitment to keeping children, young people and/or adults at risk safe. Your staff/volunteers who may come in contact with children, young people or adults at risk have access to and use of safeguarding policies and procedures.	Name of document: Section: Page Nos:
3	**Suite of Safeguarding and related policies and procedures**	You set ground rules for appropriate behaviours for staff, volunteers where applicable e.g. a code of conduct, which set out clear expectations for staff/volunteers working or having contact with children, young people and/or adults at risk.	Name of document: Section: Page Nos:
4	**Suite of Safeguarding and related policies and procedures**	You have clear procedures and support systems in place to enable all staff/volunteers/service users to report in confidence any suspicions concerning the conduct of others or of the organisation itself, for example a Whistleblowing Policy.	Name of document: Section: Page Nos:

5	**Suite of Safeguarding and related policies and procedures**	You have disciplinary and grievance procedures for staff which comply with the ACAS (Advisory, Conciliation and Arbitration Service) Code of Practice.	Name of document: Section: Page Nos:
STAFFING			
6	**Safer recruitment, induction, training and supervision**	You ensure that all staff/volunteers attend regular and ongoing safeguarding training appropriate to their role.	Name of document: Section: Page Nos:
7	**Safer recruitment, induction, training and supervision**	You have a policy and procedure which ensures that all potential staff/volunteers who have contact with children, young people or adults at risk are subject to a safe recruitment and selection process, including appropriate DBS checks, where applicable.	Name of document: Section: Page Nos:
8	**Safer recruitment, induction, training and supervision**	For roles which involve safeguarding, you provide all staff with a job description/role profile, as appropriate, outlining their main responsibilities. This should include a requirement to comply with the organisation's safeguarding policy.	Name of document: Section: Page Nos:
9	**Safer recruitment, induction, training and supervision**	For roles involving safeguarding, you have an induction programme for staff/volunteers which includes information on the relevant policies and procedures.	Name of document: Section: Page Nos:
10	**Safer recruitment, induction, training and supervision**	You ensure that all paid staff are given regular supervision by their line manager. Where you have volunteered, you provide volunteers with support sessions; this could include one to one or group support, mentoring or shadowing opportunities. E.g. Appraisal policy.	Name of document: Section: Page Nos:
11	**Dealing with Complaints,**	You have a process for managing allegations made	Name of document: Section:

	Allegations and Whistle-blowing	against staff/volunteers. E.g. Managing allegations procedure	Page Nos:
12	**Dealing with Complaints, Allegations and Whistle-blowing**	You provide guidance to staff/volunteers about how to respond to a disclosure, including guidance on information sharing, confidentiality and consent.	Name of document: Section: Page Nos:
13	**Information Sharing, Communication & Confidentiality**	You have arrangements in place to work effectively with other organisations to safeguard and promote the welfare of children, young people and/or adults at risk including arrangements for sharing information	Name of document: Section: Page Nos:
14	**Information Sharing, Communication & Confidentiality**	You set out clear procedures for recording, monitoring and reviewing concerns, suspicions and allegations of abuse or harm and reporting these to your designated lead persons and appropriate external agencies.	Name of document: Section: Page Nos:
15	**Providing Safer Services and Activities**	You actively promote the safety of children, young people and/or adults at risk, as applicable. E.g. Health & Safety policy	Name of document: Section: Page Nos:
16	**Providing Safer Services and Activities**	You ensure that all activities being provided are properly planned, organised and risk assessed to ensure that all reasonable steps are taken to prevent children, young people or adults at risk being harmed whilst participating in the organisation's activities. E.g. Risk Assessment templates	Name of document: Section: Page Nos:
17	**Listening to Children, Young People and/or Adults at Risk**	You are committed to the participation of service users and can demonstrate that the organisation's services are shaped by their views.	Name of document: Section: Page Nos:
QUESTION			**RESPONSE**

PASS/FAIL – A response of ‘no’ to either of the following questions will result in a fail and the overall rejection of your application, as per the scoring methodology detailed within this document.		
a.	Does your organisation have a Safeguarding Vulnerable Adults Policy? Applicants will be expected to have a comprehensive understanding of safeguarding in relation to the groups they are working with. If successful, applicants will be asked to provide copies of their policy documents.	☐ Yes ☐ No
b.	Does your organisation ensure that checks with the Disclosure Barring Service (DBS) are undertaken on all staff working directly with vulnerable people?	☐ Yes ☐ No
FOR INFORMATION ONLY		
c.	How often are DBS (Disclosure and Barring Service) re-checks undertaken?	