



## **Application Forms:**

- Form A – Application for accreditation, completed, signed and dated by an authorised signatory
- Form B - Statement of compliance, completed, signed and dated by an authorised signatory
- Form C - Disclaimer, completed, signed dated by authorised signatory
- Form D - Part I and II completed and signed by each Director and authorised signatory. Copies of passport and one other form of ID per person to also be enclosed eg driving licence, P45, birth certificate.





## Written Policy Statement

### Organisation:

#### 1 Background and explanation of company's activities:

how long it has been established, mission statement if there is one, all services or products offered, future relevant developments, roughly how many staff are employed to give an indication of size of the company, ownership, parent company details, any achievements and awards that have been attained, association memberships

#### 2 Company structure chart showing parent company, ownership and links to sister organisations,



**Annual Reports:**

A copy of last year's annual reports and financial statements.



### **Achievement Awards:**

Copies of any relevant achievement awards eg Investors in people and ISO Accreditations, SITO subscription certificates etc



**Liability Insurance:**

Copy of current Employer & Public Liability Insurance Certificate



**Company Logo:**

A hard copy sample of full colour company logo or it can be supplied on CD



**Fees:**

A cheque made payable to ACPO Crime Prevention Initiatives Limited for the agreed amount as set out in the guidelines document



## **Recruitment:**

Recruitment and selection policy and procedure

Equality and diversity policy

Post profile and person specification



**Supervisory Structure:**

A diagram example of the supervisory structure for proposed operation



**Training Plan:**

A copy of proposed training plan for the new role



**Code of Conduct:**

Extract from Employee handbook or copy of full employee handbook



## **Complaints Procedure:**

Description of complaints procedure to include flowchart if available



### **Fixed Penalty Scheme and enforcement:**

To include details of process, examples of tickets, flow chart for disputes and examples of correspondence etc.



**Any other supporting documents:**

Any other supporting documents you feel should be included