

Example general third party provider due diligence form

Template

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The following checklist is designed to be sent to providers, for them to complete and return answering all relevant questions. However, youth work organisations may opt to complete the checklist themselves by conducting a visit to the provider or by asking questions of the provider by other means. Whichever way it is used, the following checklist provides pertinent questions and considerations to ask of a potential provider.

Further to the checklist below, youth work organisations should consider the following, where relevant:

- Do you feel you have enough information and knowledge of the provider and their services to be confident when planning your trip, activity or venture?
- Is the provider able to meet the needs of your group and the purpose of the trip / venture?
- Does the provider's approach and ethos meet those of your organisation?
- Does the provider represent good value, in terms of finance, safety, comfort, convenience and overall service?
- Are the terms and conditions of booking acceptable, including cancellation?
- Is there sufficient flexibility to be able to adapt to changing conditions or requirements? Are suitable contingency options available if weather conditions or other factors mean planned activities are not possible/feasible on the day?
- Is there a clear understanding of delineation of responsibilities for supervision, safety and welfare of participants between your workers and the provider's staff?
- Does the provider have any conditions that young people and your workers will be expected to comply with for their own safety?

Provider Details

Company name and address:	
Email address and telephone number:	

Provider General Information

<p>Do you have public liability insurance? If yes, please specify the indemnity limit and expiry date. Please attach a copy to your return email.</p>	
<p>Does your company have any external accreditation or has it been audited by any other body? Please specify which accreditation, if so and provide evidence, if possible.</p>	
<p>Can you confirm that our organisation, the participants or their parents will not be required to agree to any waiver or disclaimer which seeks to limit your liability for death or personal injury resulting from your negligence?</p>	
<p>Do you comply with the Data Protection Act 2018 and GDPR?</p>	
<p>Do you have a privacy policy that explains how any necessary personal data will be shared, used, stored, secured and eventually deleted or returned?</p>	
<p>Can you confirm that no images of participants will be taken or used without specific consent?</p>	
<p>Can you confirm compliance with all relevant health & safety regulations including the Health & Safety at Work Act 1974 and associated regulations?</p>	
<p>Do you have a documented health & safety policy and recorded risk assessments? Are these available to be viewed?</p>	



<p>Do you have a documented safeguarding policy? Is this available to be viewed?</p>	
<p>Have your staff received safeguarding training, and relevant training to operate with groups of young people and vulnerable adults?</p>	
<p>Do you have documented procedures for emergencies and for the reporting of incidents, near misses and concerns?</p>	
<p>Do you follow principles of safer recruitment to ensure all staff are suitable to work with young people and vulnerable adults, including an enhanced DBS check for those staff engaging in regulated activity?</p>	
<p>Is there adequate scope for effective communication and liaison between your staff and our workers?</p>	
<p>Are you able to make clear the delineation of responsibilities for supervision and welfare of participants between your staff and our workers?</p>	
<p>Do you work with any other youth work organisations or schools? If so, can you provide at least one reference or feedback from those organisations/schools.</p>	
<p>Do you subcontract any services to other providers? If so, please detail.</p>	
<p>Where services are subcontracted, what checks do you carry out on providers to make sure they're safe? Are records of such checks available for us to see?</p>	
<p>Do you have any other comments?</p>	



Activity provision

<p>Do you hold an Adventure Activities Licensing Authority (AALA) Licence for the delivery of any activities in scope of the licensing scheme?</p>	
<p>Do you hold any other external accreditations relating to your activity provision? (i.e. LOTC Quality Assurance, AHOEC Gold Standard) Please specify.</p>	
<p>How do you ensure that staff are competent to undertake their duties? Is competence confirmed by recognised NGB qualifications or by an appropriately qualified and experienced technical advisor?</p>	
<p>Are written operating procedures or codes of practice in place for the delivery of activities, in line with NGB (National Governing Body) or equivalent organisation guidelines where relevant?</p>	
<p>Is all activity equipment fit for purpose and maintained in good serviceable condition in accordance with statutory requirements and recognised good practice? Are maintenance records kept?</p>	
<p>Do you have any other comments?</p>	



Tour operators and overseas delivery

If applicable, do you comply with the Package Holidays and Package Tours Regulations 1992, the Foreign Package Holidays (Tour Operators and Travel Agents) Order 2001 and the Package Travel and Linked Travel Arrangements Regulations 2018?	
If applicable, please provide details of bonding (ATOL, ABTA etc)	
If applicable, do you comply with British Standard BS 8848:2014 - for organising and managing visits, fieldwork, expeditions, and adventurous activities outside the UK?	
Do you have any other comments?	

Completed by (Third Party Provider):	
Name and position:	
Signature:	
Date:	

Approved by (Youth work organisation):	
Name and position:	
Signature:	
Date:	
Review date:	