

# Organisation application

**OFFICE USE ONLY**  
Date received:  
CSAS Ref:

## Community Safety Accreditation Scheme (CSAS)

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## Data protection disclaimer

In order to progress your application as an accredited organisation within CSAS, we will require a certain amount of information from you. This will include employee details, contact information, and details about your organisation such as policies and procedures. This information will solely be used in order to:

- Identify you as an accredited organisation
- Make contact with you, and
- For quality assurance purposes

This information will be held on a police system and will not be shared outside of the police service. The police service includes other forces within the South West Region and, upon request, from forces outside of the South West Region for purposes of confirming your accreditation.

**Please make sure that you have fully completed every section of this application form before submitting it.**



## Organisation details

<b>Name of organisation:</b>	
<b>Company registration number:</b>	
<b>Registered address (inc. postcode):</b>	
<b>Telephone:</b>	
<b>Email:</b>	
<b>Web address:</b>	
<b>VAT registration number:</b>	
<b>Names of company directors:</b>	

## Authorised Signatory (AS) details

<b>Full name:</b>	
<b>Position held:</b>	
<b>Work address:</b>	
<b>Work telephone:</b>	
<b>Work mobile:</b>	
<b>Work email:</b>	

Our organisation meets the requirements to employ such individuals that fit the criteria as laid down in the Police Reform Act 2002 pursuant of section 40 wish to declare our intention to apply for Accredited Community Safety Organisation status.

We agree to meet the standards as laid down by the Chief Constable of Avon and Somerset Constabulary and will only request accreditation for persons deemed suitable to fulfil the role.

<b>Signed:</b>		<b>Date:</b>	
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# Statement of compliance

This form must be signed by the **Authorised Signatory** within the organisation.

I have read the Avon and Somerset Constabulary Community Safety Accreditation Scheme information and I agree to comply with every requirement of these documents.

I acknowledge that failure to comply will result in the organisation no longer being accepted by the Avon and Somerset Constabulary Community Safety Accreditation Scheme and notification will be given to other police forces as appropriate.

I am authorised to sign this document on behalf of:

<b>Name of organisation:</b>	
<b>Signature (Authorised Signatory):</b>	
<b>Print full name:</b>	
<b>Date:</b>	
<b>Position held:</b>	

## Disclaimer

This section must be signed by the **Authorised Signatory** within the organisation.

1.1 The employer acknowledges that neither the Chief Constable of Avon and Somerset Constabulary nor the Police & Crime Commissioner for Avon and Somerset are responsible for the conduct of the employees of the employer that the employer applies to be accredited.

1.2 The employer accepts full responsibility for the conduct of its employees and the consequences following from their behaviour.

1.3 The employer agrees not to enter into any contractual arrangement relating to the performance of any contracts or services etc. until the arrangement process and the accreditation process have been completed and the applications have been successful.

1.4 The employer agrees to notify the Chief Constable immediately on any matter which may affect:

- The arrangement that the employer has with the Chief Constable; and/or
- The accreditation of an individual

1.5 The employer agrees not to hold the Chief Constable or the PCC liable for any breach of contract or inability to perform a contract either in part or in whole because of the following decisions:

- The refusal to enter into an arrangement with the employer

- The termination and withdrawal of the arrangement with the employer
- The refusal to accredit an existing employee; and/or
- The refusal to accredit a prospective employee; and /or
- The refusal to renew an employee's accreditation
- The termination and withdrawal of an existing employee accreditation
- Pending the accreditation of the organisation or employees

1.6 The employer confirms that a person duly accredited will be informed and will be asked to sign documentation prior to employment/accreditation confirming the following:

- That they are not authorised or required by virtue of the accreditation to engage in any conduct otherwise than in the course of their employment by the employer; and
- They shall be required to act in accordance with the restrictions contained in their contract of employment and in any event they shall not be permitted to act in contravention of the restrictions contained in the accreditation
- That the accreditation shall cease immediately upon the ending of the contract of employment with the employer
- That if they undertake conduct which may have an impact on their being a fit and proper person to be accredited that they shall notify the employer forthwith
- That if they cease to be capable of carrying out the community safety functions that they will notify the employer forthwith
- That they will co-operate fully with the employer and the Chief Constable in any investigation relating to the arrangement and the accreditation process.

<b>Name of organisation:</b>	
<b>Signature:</b>	
<b>Full name:</b>	
<b>Date:</b>	
<b>Position held:</b>	

## Overall aim

Has your organisation applied for accreditation or have been granted accreditation in any other Police Forces? *Please list application(s) and results, on a separate sheet if required, including dates of accreditation.*

What Policing Powers are you seeking that will assist you in specific areas of your work in support of the community?

## Organisation policies/ procedures

To help us understand your organisation and how you deal with certain matters we wish to obtain copies of your policies and procedures. Please confirm and provide copies of the documentation listed below. If it is easier for you we are happy to receive electronic copies.

<b>Policy</b>	<b>Attached? Yes/No</b>
<i>(If not attached, please state why and the date policy/procedure will be available)</i>	
Recruitment Policy	
Application Form	
Equal Opportunities Policy	
Data Protection/Information Security Policy	
Training Policy	
Staff Handbook	
Employment Contract- Terms and Conditions	
Disciplinary and Grievance Procedure	
Operating Handbook/Guidance Notes	
Staff Appraisal Procedure	
Environmental Policy	
- Health and Safety	
- Lone Working Procedure	
- Organisation Policy	
- Reporting Accidents	
- General Safety Code and Guidance	
- Driving	
- Smoking	
External Complaints Procedure	
Supervisory Structure Chart	
Management Structure Chart	
Freedom of Information Act Policy (Public Sector Only)	
Email and Computer usage	
Copy of Public Liability and Employers Liability Insurance Certificates (£5 million minimum)	

How do you review/update your policies and procedures to ensure that these comply with changes in legislation? (Continue on a separate sheet if required)

# Your accreditation

1. In which geographical areas of the counties are you looking for accreditation?
2. Please list the specific roles in your organisation that you wish to gain accreditation. (Continue on an additional sheet if required) **Please submit role descriptions for each individual role.**
3. Please describe in detail all elements of identifiable clothing worn by employees seeking accreditation. Photographs of the uniform may be sent either electronically or by return to the nominated officer if available.
4. If company vehicles are supplied please describe in detail of the livery used. Photographs of vehicles may be sent either electronically or by return to the nominated officer if available.
5. Any new signage needs to be approved by the Chief Constable. Please indicate here what the additional signage would be and the reasons for use.

# Your employees

Please list the individuals you wish to be accredited and confirm that copy of their job description/role profile and training undertaken has been provided.

JP = Job Profile | TR = Training Record

Name	Job Title	DOB	Items attached?	
			JP Y/N	TR Y/N



# Checklist

Please ensure you submit with your application pack and have signed/completed the following:

Item	Yes	No
Employer's application for accreditation	<input type="checkbox"/>	<input type="checkbox"/>
Statement of Compliance	<input type="checkbox"/>	<input type="checkbox"/>
Disclaimer	<input type="checkbox"/>	<input type="checkbox"/>
Vetting form(s) including certified proof of identity and proof of address dated within the last three months.	<input type="checkbox"/>	<input type="checkbox"/>
List of proposed employees to be accredited	<input type="checkbox"/>	<input type="checkbox"/>
Description of uniform/vehicle livery with photograph(s)	<input type="checkbox"/>	<input type="checkbox"/>
Powers requested	<input type="checkbox"/>	<input type="checkbox"/>
Fees (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Written policies and procedures as listed in section 'Organisation Policies/Procedures'	<input type="checkbox"/>	<input type="checkbox"/>
Company logo	<input type="checkbox"/>	<input type="checkbox"/>
Recruitment policy, compliance with EO and post/job descriptions	<input type="checkbox"/>	<input type="checkbox"/>
Training plan and copies of appropriate licences	<input type="checkbox"/>	<input type="checkbox"/>
Details of existing Penalty Notice systems including the enforcement of unpaid fines (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessment relating to powers requested	<input type="checkbox"/>	<input type="checkbox"/>
Details of agreed disposals procedures (if appropriate: e.g. confiscation of cigarettes and tobacco)	<input type="checkbox"/>	<input type="checkbox"/>

Reasons for non-enclosure of any of the above items	Due date

# Basic Non-Police Personnel Vetting (NPPV) information

Each individual applying to become accredited, and the local Authorised Signatory, will need to complete and return a vetting form. Please ensure that two forms of identification, which are signed by the Authorised Signatory, are submitted along with the vetting form.

Vetting is a 2 stage process, the individuals need to submit an application, ID and photo which enables an electronic application to be created. The individual then completes an online application which enables a vetting check to be completed.

**Please ensure all areas of the form are completed fully. Where information does not apply they should state 'N/A', in order for it to be clear that they have not missed it out by mistake.**

Should you have any queries in relation to vetting, please contact CSAS Support via email at [CSAS@avonandsomerset.police.uk](mailto:CSAS@avonandsomerset.police.uk).

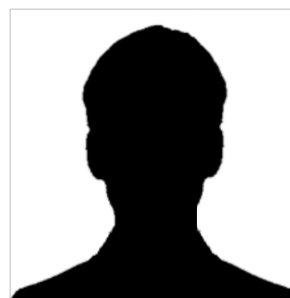
## Identification photographs

In order to provide each individual with an ID badge we will require a photo of them. These can either be provided electronically (which is the preferred option) as a standard photograph or as a physical passport size photograph.

Please ensure that the photograph is endorsed by the Authorised Signatory stating that it is a true likeness of the individual (e.g. confirmation sent via email with the photograph attached, or signed and dated on the back of the passport size photo).

### Standard photograph requirements

- A blank, preferably white or other light colour, background is used
- No alterations are made to the photo
- The photo is a close likeness to you (a recent photo)
- Plenty of empty space around the shoulders, head and chest area.



## Returning your application

All application and vetting forms should be returned to the following address:

CSAS Support, Neighbourhood and Partnerships, Avon and Somerset Police, Police and Fire HQ, Valley Road, Portishead, North Somerset. BS20 8QJ or emailed to [CSAS@avonandsomerset.police.uk](mailto:CSAS@avonandsomerset.police.uk).