

Post-Delivery Evidence Record

Pocket Money Adventures CIC | Version 1.1

Effective: 2 October 2026 | Review: 2 October 2027 or sooner on relevant change

Policy owner: Nathan Waldron, Director | Signatories: Nathan Waldron and Bernadette Houlton | Approved blank post-delivery form

Adopted by Pocket Money Adventures CIC on 2 October 2026.

Signed electronically: Nathan Waldron, Director and Designated Safeguarding Lead.

Signed electronically: Bernadette Houlton, Director and Deputy Designated Safeguarding Lead.

Typed electronic signatures in the established policy format.

Booking and actual delivery

School/host _____ Venue _____ Date _____ Session format _____. Actual children ____ adults ____ total _____. Content delivered _____. Festival adaptation or full programme _____.

Participation and adjustments

Participation formats offered _____. Adjustments implemented _____. Barriers and practical changes _____. No child names, diagnoses or identifying work collected by PMA.

Observations and continuation

Teacher/host observed _____. Immediate learning check/method/count _____. Classroom resources provided _____. Family mission/access information provided _____. Follow-up agreed _____. State what was observed, not inferred future behaviour.

Safety and follow-up

Incident/near miss: Yes / No. If yes, private incident reference _____ (no sensitive detail on this school evidence form). Required follow-up, owner/date _____. Host factual check _____. Permission for any named adult quote is recorded separately.

Completed record

Completed by _____ role _____ date _____. This blank form is approved for use; its completion fields remain blank until delivery. School retains any pupil-level information.

Issue control: current approved issue dated 2 October 2026. Earlier issues are archived. Policy approval does not complete host agreements, individual acknowledgements or venue checks.