

Call-Off Schedule 18 (Background Checks)

[Buyer Guidance: When you should use this Schedule.

This Schedule should be used where Supplier Staff involved in the performance of this Contract will, or is likely to, have access to children, vulnerable persons or other members of the public to whom the Buyer owes a special duty of care.]

1. Definitions

In this Schedule, the following words shall have the following meanings and they shall supplement Schedule 1 (*Definitions*):

| | |
|------------------------------|---|
| "Relevant Conviction" | for the purposes of this Call-Off Schedule 18 (<i>Background Checks</i>) any conviction listed in Annex 1 to this Schedule; and |
| "Relevant Role" | an activity involved in the performance of the Contract in which the individual performing that role will, or is likely to, have access to children, vulnerable persons or other members of the public to whom the Buyer owes a special duty of care, as notified by the Buyer to the Supplier. |

2. Relationship with other provisions in Contract

- 2.1 The provisions of this Call-Off Schedule 18 (*Background Checks*) apply in addition to any other provisions of the Contract relating to the vetting of Supplier Staff.

3. Relevant Convictions and inappropriate records

- 3.1 The Supplier must not, and must ensure that Sub-contractors do not, engage a member of the Supplier Staff in a Relevant Role without Approval where that member of the Supplier Staff:
- 3.1.1 discloses that they have a Relevant Conviction, or is found to have any Relevant Convictions (whether as a result of a police check or through the procedure of the Disclosure and Barring Service (DBS) or otherwise); or
 - 3.1.2 is found to have an inappropriate records following the completion of the checks required under Paragraph 3.2.
- 3.2 The Supplier must, and must ensure that Subcontractors, in respect of each member of the Supplier Staff who performs a Relevant Role:
- 3.2.1 carry out a check with the records held by the Department for Education (DfE);
 - 3.2.2 Conduct thorough questioning regarding any Relevant Convictions; and

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- 3.2.3 ensure a police check is completed and such other checks as may be carried out through the Disclosure and Barring Service (DBS).

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Annex 1 – Relevant Convictions

[Insert Relevant Convictions here]

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