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Call-Off Schedule 18 (Background Checks)

1. When you should use this Schedule

This Schedule should be used where Supplier Staff must be vetted before working on Contract.

2. Definitions

"Relevant Conviction" means any conviction listed in 'List of offences that will never be filtered from a DBS certificate.'

2.1 The Supplier must ensure that no person who discloses that they have a Relevant Conviction, or a person who 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), is employed or engaged in any part of the provision of the Deliverables without Approval.

2.2 Notwithstanding Paragraph 3.1 for each member of Supplier Staff who, in providing the Deliverables, has, will have 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, the Supplier must (and shall procure that the relevant Sub-Contractor must):

2.2.1 carry out a check with the records held by the Department for Education (DfE);

2.2.2 conduct thorough questioning regarding any Relevant Convictions; and

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

2.2.4 and the Supplier shall not (and shall ensure that any Sub-Contractor shall not) engage or continue to employ in the provision of the Deliverables any person who has a Relevant Conviction or an inappropriate record.

3. Supplier Requirements

3.1 Where specified in the Call Off Order, the supplier shall ensure that all relevant staff, including that of sub-contractors, meet the personnel standards as stipulated by the Buyer to carry out the required services. These standards may include but are not limited to:

3.1.1 Have been subject to and satisfied a Disclosure and Barring (DBS), Disclosure Scotland, and/or AccessNI checks;

3.1.2 Have been subject to and satisfied Immigration and Right to Work checks; or

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    3.1.3 Hold SC and/or DV security clearance.

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