

Order 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 the Contract.

2. Definitions

“Relevant Conviction” means any conviction listed in Annex 1 to this Schedule.

3. Relevant Convictions

3.1 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.

3.2 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):

- (a) carry out a check with the records held by the Department for Education (DfE);
- (b) conduct thorough questioning regarding any Relevant Convictions; and
- (c) ensure a police check is completed and such other checks as may be carried out through the Disclosure and Barring Service (DBS),

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.

4. BPSS Checks

4.1 The Supplier must ensure that all staff are BPSS checked within 4 weeks of commencement of work. Confirmation of BPSS should be emailed to



Order Schedule 18 (Background Checks)

Order Ref:

Crown Copyright 2021

- 4.2 The Buyer may instruct the Supplier to stop Supplier Staff or other individuals from working on the contract where confirmation of BPSS is not provided within 4 weeks of commencing work under the contract.
- 4.3 Where Supplier Staff or other individuals are not based in the UK, the Buyer may, at its sole discretion, accept alternative vetting processes that demonstrate equivalence with BPSS.

Annex 1 – Relevant Convictions

[Insert] Relevant Convictions here]