**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.

1. **Definitions**

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

1. **Relevant Convictions**
	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. 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):
		* 1. carry out a check with the records held by the Department for Education (DfE);
			2. conduct thorough questioning regarding any Relevant Convictions; and
			3. 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.

**Annex 1 – Relevant Convictions**

Relevant Convictions will be assessed in accordance with The Rehabilitation of Offenders Act 1974. As detailed in the tables below:

| **Prison sentence & Community orders (with a buffer period)** |
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| **Sentence** | **Time it takes to become spent** |
| **Adult (18+) at conviction/disposal** | **Young person (U18)at conviction/disposal** |
|  |  |  |
| **Prison (Including suspended prison sentences)** | **Over 4 years or public protection sentence** | Never spent | Never spent |
| **More than 30 months and less than (or equal to) 4 years** | Full sentence + 7 years\* | Full sentence + 3 ½ years\* |
| **More than 6 months and less than (or equal to) 30 months** | Full sentence + 4 years\* | Full sentence + 2 years\* |
| **Less than (or equal to) 6 months** | Full sentence + 2 years\* | Full sentence + 18 months\* |
| **Community order / Youth rehabilitation order** | Full length of the order +1 year | Full length of the order +1 year |

**\*Sentence length includes time spent on licence**

| **Other community sentence (with no buffer period)** |
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| **Sentence/Disposal** | **Time it takes to become spent (from date of conviction)** |
| **Adult (18+) at conviction/disposal** | **Young person (U18)at conviction/disposal** |
| **Fine** | 1 year | 6 months |
| **Conditional discharge** | Length of the order | Length of the order |
| **Absolute discharge** | Spent immediately |
| **Conditional caution / youth conditional caution** | 3 months (or when it ends, if earlier | 3 months |
| **Simple caution / youth caution** | Spent immediately |
| **Compensation order** | Once it is Paid in Full |
| **Bind over** | Length of the Order |
| **Hospital order (with or without restrictions** |
| **Referral order** |
| **Reparation order** | Spent immediately |
| **Endorsement (imposed by a court)** | 5 years | 2½ years |
| **Motoring disqualification (imposed by a court)** | Length of the disqualification |
| **Relevant order** | Length of the order |