

**Call-Off Schedule 18 (Background Checks)**

Call-Off Ref:

Crown Copyright 2020

**Call-Off Schedule 18 (Background Checks)****1. Definitions**

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

**2. Relevant Convictions**

2.1.1 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.

2.1.2 Notwithstanding Paragraph 2.1.1 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.

**Call-Off Schedule 18 (Background Checks)**

Call-Off Ref:  
Crown Copyright 2020

## **Annex 1 – Relevant Convictions**

In addition to the abovementioned, Supplier employees working on this Call-Off contract must obtain relevant Buyer Vetting clearance.

The below table provides an indicative overview of the clearance levels by role required for the Contract:

**Call-Off Schedule 18 (Background Checks)**

Call-Off Ref:

Crown Copyright 2020

<b>Type</b>	<b>Access</b>	<b>Forms</b>	<b>Example Roles</b>	<b>Indicative SLA</b>
BPSS	Infrequent escorted access or works remotely  Access to OFFICIAL	BPSS form  Fully completed Verification of ID Form (VOIF)  Full ID documents	Ground keepers  Construction workers  Window cleaners  HR and Admin for contractor companies	2 weeks
Counter Terrorism Check (CTC) (the individual does not hold any current clearance but requires unescorted access to site only – No IT access) (valid for 10 years once awarded)	Unescorted access to site and units  No access to NCA IT  No access to NCA Intelligence above OFFICIAL	CTC form	Onsite cleaners  Facilities and Engineers  Onsite Catering staff	8 weeks
NCA Clearance / checks (the individual currently holds a valid clearance with another organisation – the clearance they hold must be SC or above)  SC-NCA (the individual currently holds no clearance) (valid for 7 years once awarded)	Unescorted access to site  Access to NCA IT  Access to NCA Intelligence This will enhance any SC, or DV clearance already held so will give the same access	Pre-employment Standards form  Fully completed VOIF  Full ID documents	Security personnel  Account Manager  Data Centre personnel	12 weeks

Please note that the timescales included above are indicative and apply from when the individual submits a fully completed form with all of the relevant supporting evidence.

**Call-Off Schedule 18 (Background Checks)**

Call-Off Ref:

Crown Copyright 2020

Escorted staff are usually visitors to the NCA. All visitors will need to be escorted by an appropriately cleared individual (either a suitably cleared employee of the Supplier or NCA Officer) at all times. On arrival, reception will issue the individual with an escorted pass.

The vetting requirements outlined above may be reviewed by the Buyer from time to time and the Supplier will be informed of any subsequent changes in policy.