# Call-Off Schedule 18 (Background Checks)

## When you should use this Schedule

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

## Definitions

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

## 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 3.1.1 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

For the purposes of the Call-Off Contract, a Relevant Conviction is, other than for minor road traffic offences, any previous or pending prosecutions, convictions, cautions and binding over orders (including any spent convictions as contemplated by section 1(1) of the Rehabilitation of Offenders Act 1974 by virtue of the exemptions specified in Part II of Schedule 1 of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (SI 1975/1023) or any replacement or amendment to that Order, or being placed on a list kept pursuant to section 1 of the Protection of Children Act 1999 or being placed on a list kept pursuant to the Safeguarding Vulnerable Groups Act 2006 that, in each case, the Buyer deems to be relevant in relation to the delivery of any part of the Call-Off Contract.

In the case of criminal Relevant Convictions, each case is assessed individually, as part of the security clearance process for the Call-Off Contract. It is therefore a requirement of the Call-Off Contract that the Supplier ensures all persons employed or engaged in delivering any part of the Call-Off Contract obtain and maintain the relevant required levels of security clearance.