



**Greenhead College  
Corporation**

**External Contractors –  
Safeguarding Checks**

*Reviewed September 2021*

Keeping Children Safe in Education states that all schools and colleges are required to check that contractors, or any employee of the contractor, who is to work at the establishment, has been subject to the appropriate level of DBS check, and that adequate supervision is in place whilst on the premises.

Contractors engaging in regulated activity will require an enhanced DBS Check (including a Children's Barred list Check). Regulated activity includes:

- a) Teaching, training, instructing, caring for or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational well-being, or driving a vehicle only for children;
- b) Work for a limited range of establishments (which includes colleges), with the opportunity for contact with children.

Work under (a) or (b) is regulated activity only if done regularly (more than three days in any period of 30 days). However, some activities are always regulated activities, regardless of frequency or whether they are supervised or not. This includes relevant personal care, or health care provided by or provided under the supervision of a health care professional.

For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for contact with children, an enhanced DBS check (not including a Barred List Check) will be required to work unsupervised.

Under no circumstances may a contractor, for whom no checks have been obtained, be allowed to work unsupervised or engage in regulated activity at Greenhead College.

When a contractor arrives on site, they will be required to report to the main reception and adhere to the College's signing in and safeguarding arrangements. Contractors should provide proof of their identity, along with an original enhanced DBS certificate. Alternatively, the external organisation may provide written assurances that enhanced DBS Checks have been carried out for any of their staff attending the site (see Letter of Assurance below). The Letter of Assurance form must be completed prior to attendance and emailed directly to [college@greenhead.ac.uk](mailto:college@greenhead.ac.uk)

Where an external organisation has obtained an enhanced DBS certificate before their staff member attends work at the College, which has disclosed any matter or information, the contractor must provide the College with a copy of the certificate.

If the contractor does not hold an enhanced DBS certificate, it is important that the College receives advanced notification so that adequate supervision can be put in place whilst the contractor is on site.

In some circumstances (e.g. self-employed contractors), the College may obtain a DBS certificate on the contractors behalf. Please note that the turnaround for an enhanced DBS check can be up to eight weeks. Contractors wishing to go down this route should contact the College's Human Resources department via the main switchboard.

If the contractor is self-employed (i.e. not directly and continuously employed by a company), the College will not accept a DBS certificate which is more than three years old.

Basic and standard DBS certificates will not be accepted in any circumstances.

A central record is held by the College Human Resources department to record verifications for regular contractors who attend the College site.

The College's Safeguarding policy can be found on the College website - <https://www.greenhead.ac.uk/wp-content/uploads/2021/07/Safeguarding-Policy.pdf>

**Name of employer:**

**Name of employee:**

**Job role of employee:**

**Employee start date with your Company:**

DBS Certificate Number	
Date of DBS Certificate and date original Certificate seen and by which employee	
Level of DBS Certificate (please tick)	Basic: <input type="checkbox"/> Standard: <input type="checkbox"/> Enhanced: <input type="checkbox"/>
Any other checks (please tick if appropriate)	DBS Children's Barred List: <input type="checkbox"/> Date:  DBS Adults' Barred List: <input type="checkbox"/> Date:  Relevant qualifications have been checked and verified where required in order to undertake the above job role: <input type="checkbox"/> Date:

\* I confirm that this organisation complies fully with the DBS Code of Practice: [www.dbs.gov.uk](http://www.dbs.gov.uk)

\* I confirm that all appropriate vetting procedures (including appropriate ID checks, confirmation of address and proof of right to work in the United Kingdom) have been carried out and that the above named employee has an Enhanced DBS Certificate (including a Barred List Check if required), overseas checks if required (where an employee has lived abroad in the previous 5 years) and qualifications required for the role.

\* I agree to advise Greenhead College (as appropriate) of any concerns we may have about the above named employee and any information on any of the above vetting checks.

\* I confirm that the above named employee will adhere to Greenhead College's safeguarding policies and procedures.

I declare that the above Disclosure Checks /Qualifications (as appropriate) have been obtained and that any information about the above individual has been shared and discussed with the College. I shall contact the College immediately if there is any information on any future relevant DBS Checks (as appropriate) received in respect of the above employee.

Name: (Please print)

Position in Company:

Signed:

Date:

The College reserves the right to terminate the existing contract/arrangements if the above organisation has not completed any relevant vetting checks as detailed above.

Author:	Director of Human Resources
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