



Lawnswood Campus

DBS Checks for Contractors:

- Contractors must have an **enhanced DBS check** if the work they are doing would give them the opportunity for contact with young people.
- If they are working outside of school hours or in areas where the young people do not go, they would not need a check.
- If they're in regulated activity, (working **with** young people) they must have an enhanced DBS check with a **barred list check**
- You must not allow a contractor who has not had any checks to work unsupervised or engage in regulated activity (working **with** young people). **No DBS or written confirmation from Employer – they must not enter when young people are in school.**
- Employees of a contracted company: If the contractors are employees of a company or organisation, it's the company's or organisation's responsibility to carry out the required checks and provide you with **written confirmation** that the checks have been carried out.
- Self-employed contractors: If the contractor is self-employed you should consider carrying out a DBS check yourself, as self-employed people can't make applications to the DBS on their own account.

Check identity of contractors when they arrive at school:

- When contractors arrive at school, you will need to:
 - ✓ **Check their identity.**
 - ✓ **Record** that you have checked their identity on the single central record (SCR) and are satisfied with the proof they have provided. You do not need to keep copies of the identity documents on file.
 - ✓ **Give them a GREEN Contractors lanyard if they have been DBS checked and a RED Contractors lanyard if they are working outside hours and have not been DBS checked.**
 - ✓ **Lanyards must always be visible!**