**Contractor Verification Checklist**

IMPORTANT - Once completed email to DH to add to the SCR before contractor attends the school

Contractor / Professional's Name: Company Name:

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| --- | --- | --- | --- | --- |
| Checking for | Document(s) | Action | | Completed |
| ID of person; face matches name | Photo ID if self-employed, e.g driving license / passport | PROVIDE AT THE GATE UPON ARRIVAL before letting in  Check the name, DOB, take a scanned copy, date and sign electronically or complete template if contractor does not wish photo data to be held. | |  |
| Date: |
| Company ID if employed (e.g. photo badge / photo lanyard etc.) |  |
| Date: |
| ID of company is legitimate | Company address (not contact form) on the company’s website, check it exists on google maps, Tel (landline best, call the no. if an employee answers it’s more likely to be legit than family member), website and professional registrations | Ltd: Confirmed on Gov.uk / Companies House as registered company, save page as PDF, date sign. If not Ltd, check FCA <https://www.fca.org.uk/firms/financial-services-register> register enter name and postcode (might not be registered on here though). | |  |
| Date: |
| If self-employed, check FCA register, or companycheck.co.uk, or ask for their proof of HMRC submission / tax return request or receipt, download as PDF, date, sign. Check the FSE prohibitions list. | |  |
| Date: |
| Right to work in the UK | UK Passport or  Birth certificate see gov.uk for guidance. | Name, surname, DOB, address match other ID documents and in date, and ID provided is UK. | | ID number:  ID type: |
| Date: |
| Have they lived / worked outside the UK in last 5 years? | Work summary on application form.  Confirmation verbally by contractor. | Ask verbal / written confirmation.  Check work summary if applicable. | |  |
| Date: |
| Person doing work is qualified and not prohibited from teaching if applicable (if teaching work is undertaken) | Certificates of qualifications | Take a scanned copy, date and sign | |  |
| Date: |
| Accreditation certificates relevant to profession e.g Boiler safe, electrical safety, MHC if medical staff etc. QTS / induction (curriculum) and prohibition from teaching via DfE login, if teaching activity is taking place in any way. | Take a scanned copy, date and sign | |  |
| Date: |
| Person doing work is insured | For working outside their place of work: Public liability insurance certificate | Check it is in date scan a copy, date, sign | |  |
| Date: |
| To give advice and/or diagnoses: Professional indemnity insurance | Check it is in date scan a copy, date, sign | |  |
| Date: |
| As an employee of that company rather than owner/director: Employers' liability insurance | Check it is in date scan a copy, date, sign | |  |
| Date: |
| Is experienced, has good feedback | References sought from previous schools if possible / from a professional website they are registered to.  (Try Trustpilot, Trust a trader etc) |  | |  |
| Date: |
| Safe to work near children, DBS and barred list | DBS if working between 9am-3pm near/with children.\*\* regulated therefore will need to apply for / see (and keep photocopy) enhanced DBS plus children’s barred list before starting (if use online subscription DBS, need to see the physical DBS certificate inc. children’s barred list to qualify it.) If need to start before DBS comes back, complete a children’s barred list check separately via TRA website and DfE login.  If working for an employer, get confirmation of DBS and children’s barred list check in writing from the employer, they need to confirm they have seen a copy of the physical DBS rather than merely update service. | Check it is in right name, DOB, in date scan a copy, date, sign.  Attach a copy of the confirmation email from employer to this form.  Issue green lanyard. | |  |
| Date: |
| \*\*Regulated activity but unable to provide DBS - MUST be allocated a member of staff to supervise them all day and MUST work only in a specific area away from the children. | Issue red lanyard when enter the building and continue to supervise until they leave. | |  |
| Date: |
| If only working outside perimeter with no contact with children, not regulated activity, therefore no DBS required but must be supervised if enters building, e.g. visitor not with children. | Issue red lanyard when enter the building and continue to supervise until they leave. | |  |
| Date: |
| No DBS seen and no confirmation email from employer | DO NOT ALLOW ON THE PREMISES. LET THEM KNOW WE HAVE TO HAVE A DBS BEFORE THEY CAN WORK WITH OUR CHILDREN | |  |
| Date: |
| Person responsible for supervising them: | | Name: | Signed: | Date: |
| Person has been liaised with: Yes / No:  Not to be left unattended at any time  Need to escort to toilet and back  If a child leaves the room, another adult must go after them not the person responsible for the visitor  Pupil’s safeguarding is their responsibility whilst they are responsible for the visitor  If you have any concerns about the actions or behaviour of the visitor, please speak to office immediately and they will inform SLT | | By: | | Date: |

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| Further Actions 2-3 days prior: |  | |
| Send the contractor / professional the ‘Before visiting our school – contractors / professionals’ document from our ‘Contracting in External Professionals’ policy | Confirm they have read it: | Complete: |
| Point out our risk assessment on the website so they are aware and can review it. | |  |
| Please notify them of the following if employed: Employing company may be contacted to determine whether the professional is working within their company code of practice. | |  |

* Professional indemnity (PI) insurance is a commercial policy designed to protect business owners, freelancers and the self-employed if clients claim a service is inadequate. Any organisation which provides a professional service or gives advice could be sued if the recipient is unhappy with their work. A customer might say you were negligent, delivered the wrong training or made a mistake which cost them money. Indemnity cover, also known as professional liability insurance, is designed to safeguard service-based enterprises, come what may. As a professional, you take pride in doing great work, but if disagreements occur, this cover handles the cost of putting things right – including legal fees
* Public liability insurance is a type of insurance for businesses of all sizes, across a variety of industries. It covers you if a client or member of the public claims they have been injured, or their property damaged, because of your business activities.

This type of insurance is designed to protect business owners against claims that result in legal proceedings. If a claim does become a legal matter, a policy will cover the cost of these expenses, including any compensation you are required to pay.

* Employers’ liability insurance safeguards businesses against legal and compensation expenses from employee claims. It’s a key type of insurance, because if one of your employees falls ill or sustains an injury in the context of the work they do for you, you could be held liable.