

SUPPLY AGENCY CHECKLIST

All the following checks must be completed and a signed copy of this checklist, accompanied by a copy of the enhanced criminal record certificate must be returned to the School prior to the individual starting work. *NB *Delete as appropriate*

Name:		Date of Birth:	
Address:			
		Post code:	
If the individual has ever been known by another name, please give details: _____			
Position to be undertaken at Bolton School:		Start date:	

PROOF OF IDENTIFICATION AND ELIGIBILITY TO WORK IN UK

NB: In addition to the following check by the agency, on the individual's first day at Bolton School, they must provide evidence of their identity in the form of photographic identification such as a passport or driving licence plus evidence of their address (for example a utility bill, bank statement or similar, in their name).

Eligible to work in UK ID checked:	<input type="checkbox"/>	Date ID checked:	
Type of ID provided:		Seen by:	

RELEVANT QUALIFICATIONS

Sight of original certificates:	*Yes/No/NA	Date seen: _____	Seen by: _____
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CRIMINAL RECORDS CHECK THROUGH THE DISCLOSURE AND BARRING SERVICE

NB: The criminal records check must be renewed every three years by the agency, or earlier if there are grounds for concern or the individual has had a break in service of three months or more from an educational establishment. In addition to the following check by the agency, on the individual's first day at Bolton School, they must provide their enhanced criminal record disclosure certificate.

Disclosure Issue Date: _____	Disclosure Type: _____	*Enhanced or Enhanced + Children's Barred List
Disclosure Reference Number: _____		
Has the individual had a break in service from working in an educational establishment of 3 months or more since the Disclosure Issue Date?		*Yes or No
Has the criminal records check disclosed any matter or information in accordance with section 113B (6) of the Police Act (1997)?		*Yes or No

OVERSEAS CRIMINAL RECORDS CHECKS

NB: The UK criminal records check does not cover offences committed abroad therefore if an individual has worked or lived abroad, whatever evidence is available, from the relevant country, for checking criminal records should be obtained.

Has the individual worked outside the UK for a period of 3 months or more in the last 5 years?		*Yes or No	If yes, which country: _____
Date of criminal records check from that country: _____			
Does it contain any additional information?		*Yes or No	
If 'Yes' a copy of the information must be provided to the School.			

CHECK OF THE CHILDREN'S BARRED LIST

Date Children's Barred List check completed: _____

*Individual is barred / not barred from regulated activity

EMPLOYMENT REFERENCES

Have two acceptable references been obtained?

*Yes or No

MEDICAL FITNESS

Has the individual signed a declaration of medical fitness?

*Yes or No

EMPLOYMENT HISTORY

Has the individual provided their full employment history and accounted for any gaps?

*Yes or No

PROHIBITION ORDER CHECK (only applicable for teaching positions)

Has a check been made to see if the individual is subject to a prohibition order or an interim prohibition order?

*Yes or No or N/A

If so, please provide the date of the check:

TEACHER RESTRICTIONS EEA AUTHORITIES CHECK (only applicable for teaching positions)

Has a check been made to see if the individual is subject to teacher restrictions imposed by any EEA authority order?

*Yes or No or N/A

If so, please provide the date of the check:

SECTION 128 OF THE 2008 EDUCATION ACT (only applicable to leadership roles)

Has a check been made to see if the individual is subject to any direction made under section 128 of the Education Act 2008, which provides for a prohibition on participation in management of an independent school, or is the individual subject to any disqualification or restriction which takes effect as if contained in such a direction?

*Yes or No or N/A

If so, please provide the date of the check:

DISQUALIFICATION FROM CHILDCARE, INCLUDING BY ASSOCIATION (only applicable for individuals who are to work in early years provision and those providing childcare for children under 8 outside of school hours)

Has a check been made to see if the individual or anybody in the individual's household has been disqualified from working with children? *Yes or No or N/A

If so, please provide the date of the check: _____

Name: _____ Signature: _____

Name of Agency: _____ Date: _____

*NB The grounds for disqualification are not only that a person is barred from working with children (included on the children's barred list) but also include in summary, that:

- They have been cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and/or adults, at home or abroad
- Other orders have been made against them relating to their care of children
- They have had their registration cancelled in relation to childcare or children's homes or have been disqualified from private fostering
- They are living in the same household where another person who is disqualified lives.

For Bolton School use only – to be completed prior to the form being returned to the Personnel Department

Identity check done by a member of Bolton School Staff on the individual's first day Yes or No

NB This check is made against an official document such as a passport, a driving licence or birth certificate. Photographic identity must be included, together with evidence of date of birth and address e.g. utility bill, bank statement or similar.

Seen by: _____ Date: _____

Enhanced criminal record disclosure certificate seen by a member of Bolton School Staff on the individual's first day Yes or No

Seen by: _____ Date: _____

For Personnel Department use only:

Details recorded on Pass HR

Note added to the SCR to confirm that the agency has supplied a copy of the enhanced criminal record disclosure certificate