



Contractor Key Information Form 2025

Contractor: key information form

At Willowcroft Community School, we are committed to ensuring that all practices undertaken at the school are safe. With this in mind, contractors who will be providing services or working at our school must provide us with as much information as possible regarding the activities that will be undertaken, the risks that are associated with these activities, and the suitability of the personnel who will be interacting with, or working in close proximity to, our pupils.

We collect and process data in line with data protection legislation, including the Data Protection Act 2018 and UK GDPR. Full details of the school's data protection measures can be found in our Data Protection Policy. For details on how the school will store and process the information you provide, please see our Privacy Notice. Both of these documents can be found on the school website.

If you have any questions regarding filling out this form, please contact the School Business Manager on tbelcher@willowcroft.oxon.sch.uk; for queries regarding DBS certificates and the level of check required for your staff, please contact the DSL on head.3912@willowcroft.oxon.sch.uk

Please fill in this form and return it to tbelcher@willowcroft.oxon.sch.uk. Please ensure all details are correct to the best of your knowledge before submitting the form.

Section A – contractor and company information

Contractor name	
Name of company	
Company address	
Company postcode	
Company contact details	

Name of related regulatory body, e.g. Gas Safe Register or NICEIC	
Are you registered with the above regulatory body? Please circle the relevant answer	Yes / No / Registration pending
Registration number, where applicable	

Section B – risk management and procedures

Please provide details below of the service you provide, including all activities that will be undertaken at the school.

Please provide details below of any equipment that will be brought onto the school premises.

Please provide details below of any identified risks in relation to the service you will provide at the school.

Do you have any risk assessments in place to address identified risks? Please circle – if yes,

Yes / No

please provide a copy of your risk assessments when returning this form

Please provide details of all policies and procedures that you currently have in place relevant to the service you will deliver. Please provide copies of these policies and procedures when returning this form

Please provide details and dates of your most recent health and safety performance, e.g. accidents in the last 12 months, serious incidents, complaints, notifications to the HSE. Please provide copies of health and safety certificates when returning this form

Section C - personnel

Number of employees working at the school:

Please provide the full names of all employees who will be working at the school, below:

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Please provide a tick in the appropriate box below to indicate the criteria has been satisfied:

All employees have received the appropriate level of DBS check – either enhanced or enhanced with barred list information.	
All employees have an up-to-date DBS certificate.	
All employees have provided an accurate DBS certificate number.	
All employees who have been subjected to a DBS check with barred list information have declared any criminal convictions along with accurate dates.	
All employees who have declared criminal convictions have been assessed for their suitability to work with, or in close proximity to, children.	

Section D – service arrangements

Is the service provided on a rolling contract? Please circle – if yes, please answer question A below. If no, please skip question A, and answer question B only.	Yes / No
A. Start date of service provided	___ / ___ / ___
B. Dates of service provided	___ / ___ / ___ to ___ / ___ / ___
Cost of service provided	£

<p>Please outline desired payment arrangements:</p>	
<p>Please outline your insurance arrangements for the activities you will undertake:</p>	

Section E – declaration

I, name of contractor, declare that the above information is correct, and that I have:

- Identified all risks associated with the activities I will undertake, and have provided copies of any relevant risks assessments, policies and procedures that I have in place.
- Identified all staff members that will be working at the school, and ensured they are suitable for working with, or in close proximity to, pupils.

Name:		Job title:	
Signature:		Date:	