**Background Checks – School Lettings **

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| Name of Proposed Hirer |  |
| Proposed nature of letting |  |
| Previous history of hirer |  |
| References taken up/received/assessed for suitability |  |
| Name of person leading/responsible for letting |  |
| Evidence of qualification and/or details of relevant skills |  |
| Names of other adults in attendance |  |
| Children attending the letting |  |
| CRB clearance required |  |
| CRB checked, evidenced and CRB reference number recorded on file |  |
| Details and evidence of insurance held, including reference to FIS if LBC insurance is purchased |  |
| Letting approved/not approved |  |