

Online Checks

From 1st September 2022, in accordance with Keeping Children Safe in Education, schools and colleges should consider undertaking online checks as part of the due diligence within the recruitment process. This means that shortlisted candidates may be checked and, in all cases, candidates who have been issued with a conditional offer, will be subject to an online check.

All candidates will be informed via the job advert/recruitment information pack that online checks may be completed on shortlisted candidates. Any issues identified will be discussed with the candidate during the recruitment process. Information will be kept securely regarding unsuccessful candidates and in line with our GDPR obligations, for 6 months, after which it will be disposed of securely.

Whilst it is recognized that online checks need to be undertaken, the Trust have taken the decision that this must be done in a reasonable and proportionate way, so as not to become an unmanageable burden in terms of the administration of such checks, as part of the overall vetting process.

The scope of the checks in this Trust will be:

- **Duration:** Search to consider a reasonable past history – to look at what is reasonably available, without becoming onerous or overly time consuming.
- **Sites checked:** Google search plus social media platforms (see below)
- **Scope:** Online checks are not a fishing expedition and are not concerned with any protected characteristics such as sex, sexual orientation, race, religion or belief, disability. The checks are to fulfil the Trust's statutory and safeguarding obligations.

Checks are concerned with identifying whether there is evidence of offensive or inappropriate behaviour, jokes or language, discriminatory comments, inappropriate photos, drug or alcohol misuse and anything that suggests the applicant may not be suitable to work with children or young/vulnerable people.

- **Who:** Checks will be undertaken by the HR Team (who do not form part of the recruitment panel)

This form may be completed for shortlisted candidates, and in all cases for candidates who have been issued with a conditional offer, for any positions in our Trust.

The form will be completed by the HR team and if any concerns arise, they will be discussed with the HR Manager or HR Director. If a check is conducted prior to interview, any concerns will be relayed to the Chair of the recruitment panel, who will consider how to discuss the concerns with the individual, as part of the interview process. When a check is conducted on a preferred candidate and if any concerns are identified, these will be relayed to the head teacher and further guidance will be provided by the HR team.

Post Title:	Candidate name:	
Date of Interview:	Date check completed:	
Name of Site Searched	Results:	
	<ul style="list-style-type: none"> • Does not have account • Account is private • Public account and no concerns • Concerns noted (provide details and dates – take screen shots) 	
Google search (inc News tab)		
Facebook profile		
Instagram		
Twitter account		
YouTube		
Tiktok		
LinkedIn		
Any Other Comments:		
Next Steps	<ol style="list-style-type: none"> 1. Checks Clear – No further action (file) 2. Concerns Identified – <ul style="list-style-type: none"> • discuss with HR Manager/Director • Share appropriate information and guidance with Chair of Recruitment Panel (prior to interview) 	

August 2023. Sue Angood, Director of HR