



## **Online Searches for shortlisted Candidates**

### **From September 2022**

Online Searching of shortlisted candidates Keeping Children Safe in Education (September 2022) paragraph 221 states that:

*“As part of the shortlisting process, schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview.”*

Our Lady of the Assumption Catholic Primary School therefore conducts online searches of shortlisted candidates as part of our due diligence, in order to identify shortlisted candidates who may not be suitable to work alongside children. These searches are only used to check the suitability of shortlisted candidates for working with children and are not used to investigate other areas of a person's life. Some of the information we look for during these searches include issues and evidence of offensive or inappropriate behaviour, jokes or language, discriminatory comments, inappropriate photos/videos, drug or alcohol misuse and anything that suggests a candidate may not be suitable to work with children.

Searches are conducted in line with set parameters to ensure there is consistency in the range of what is searched for with each candidate.

These searches include:

- A basic Google (or another search engine) search;
- The main social media and video platforms such as Facebook, Twitter, Instagram, TikTok and YouTube;
- A search of professional sites such as Linked In.

The online review is completed by our SBM who does not sit on the selection panel for recruitment and who only provides this information to the recruiting process any information found in the online review which impacts safeguarding or reputation. Should the SBM be part of the selection panel, the online search will be conducted by another member of staff who does not sit on the selection panel.

The SBM ensures that no information which can be deemed as irrelevant to the recruiting process such as age, gender or race is passed to the selection panel. Any information deemed to be relevant which is uncovered during the online search process is reviewed, with care taken and if appropriate then raised with the shortlisted candidate to allow them to address any concerns the School may have and which might need to be explored with the applicant. All data and information is held and treated in line with the Data Protection Policy and all relevant government legislation relating to use of personal data.

If a candidate has any concerns or question regarding the online search process they are asked to please contact Louisa Boothby, SBM.