

KCSIE 2023: ONLINE STAFFING CHECKS

KCSIE 2023 says that establishments “*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 may want to explore with the applicant.*”

Online Search Protocols

All Primitas Academies are committed to the following protocols, as we seek to respond to this safeguarding recommendation in the most vigilant, meaningful and manageable way possible:

Who We Will Check

- We will conduct an online search on shortlisted candidates, as determined by the scoring of the selection process.
- All shortlisted candidates will be notified, via the application information that they receive, that online checks will be taking place as part of the selection process.

When the Checks Will Take Place

- The checks will take place during the selection process and before interview.

What Searches Will Take Place

- Henry Chadwick Primary School has a contract with Entrust for online checks to be carried out on their behalf – a confidential report is provided to the candidate and the school.

How the Checks Will Take Place

- The staff reviewing the search report are trained in Safer Recruitment.
- The check uses information which is publicly available online and the checker is only recording and identifying issues which constitute illegal activity and/or which raise safeguarding concerns in terms of:
 1. Extremism and hate speech.
 2. Violent images.
 3. Nudity and overt sexual content.
 4. Toxic language, swearing and profanity.
- The Online Search Report will be passed to the recruitment lead and the headteacher (if the headteacher is not involved in the selection process) for scrutiny and discussion.
- The headteacher will meet with the recruitment team in order to :
 1. Confirm whether any of the highlighted incidents/issues need exploring further at interview.
 2. If required, determine who will conduct the follow-up discussion and the issues that need to be raised.
- If a follow-up discussion is required, the Follow-Up Discussion template must be filled in.
- If the candidate is appointed, the On-Line Search Record is placed on their HR file. For any candidates that receive online checks but are not appointed, the On-Line Search Record and Follow-Up Discussion document (if completed) remains on the recruitment file for 6 months after which time all paperwork is destroyed.

ON-LINE SEARCH : FOLLOW UP DISCUSSION

Conducted By:

Date:

Issue(s) Raised With Candidate:

Information Provided by Candidate:

Outcome:

CONFIDENTIAL