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**DGAT Recruitment online search log**

It is a requirement of the recruitment process that online searches are undertaken on candidates. All adverts should contain a statement reminding potential candidates that this will be a part of the process. For example :

“The Trust also requires consent from applicants to carry out online searches of publicly available information, including social media, prior to interview.”

Carrying out these searches during the recruitment process must only involve delving into what is publicly available to view online.

When carrying out checks, schools should be on the lookout for anything that may be a cause for concern, such as:

* Inappropriate behaviour, jokes, or language.
* Discriminatory comments.
* Inappropriate images.
* Drug or alcohol misuse.
* Anything that suggests they may not be suitable to work with children.
* Anything that could harm the reputation of the school.

Any safeguarding concerns raised regarding shortlisted candidates following an online search should be probed during the interview. The candidate should be given an opportunity to explain any content found via their online profile which is deemed inappropriate.

While by no means exhaustive, online searches can be a useful addition to carrying out DBS checks in fulfilling the requirement to explore potential areas of concern. ‘Keeping children safe in education’ (KCSIE)  stipulates areas that may be concerning and lead to further scrutiny.

To avoid discriminating against individual candidates, it is essential that there is a fair and equitable process in place which ensures that all candidates are treated equally. Online checks should be undertaken by someone who is independent of the recruitment process so that the risk of bias or discrimination is minimised and only relevant information passed on to the interview panel. Ideally this should be two people and it is suggested that this is the School Business Manager and the Deputy Designated Safeguarding Lead (assuming the HT is the DSL). Whoever undertakes these searches must have read and understood Part 3 of KCSIE.

The person carrying out the online searches should allow plenty of time to ensure the search is thorough enough, 30 minutes is recommended. The search should also be to a set period of time suggested five years.

The attached log should be completed for each individual candidate. The results for each candidate should be completed on a separate log.

**DGAT Recruitment online search log**

|  |  |
| --- | --- |
| **Name of candidate** |  |
| **Candidate’s potential role** |  |
| **Name of staff member undertaking online search** |  |
| **Role of staff member undertaking online search** |  |
| **Date of check** |  |

**Checking information**

Use the information in the table below to determine whether information found can be classified under any of the following categories. Please note that these lists are not exhaustive and are guidance only.

|  |  |
| --- | --- |
| **Inappropriate behaviour may include:** | **Safeguarding concerns may include:** |
| * Discriminatory comments. * Inappropriate images. * Drug or alcohol misuse. * Anything that suggests they may not be suitable to work with children. * Anything that could harm the reputation of the school. | * The implication that adults and children are equal. * Lack of recognition and/or understanding of the vulnerability of children. * Inappropriate idealisation of children. * Indicators of negative safeguarding behaviours. |

**Search log**

**Using Search Engine e.g. Google to check the name and locality of the candidate**

Input the required information. Answer ‘Yes’, ‘No’ or ‘N/A’ to the questions below. Do not detail any concerns found when completing this section. Record the details of any concerns in the ‘Findings log’ section below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of site/social media checked** | **Have there been any concerns found?** | **Are any findings classed as inappropriate behaviour?** | **Are any findings classed as safeguarding concerns?** | **Date(s) of concern found, or N/A** | **Does this issue need to be addressed during interview?** |
| Type name into search engine |  |  |  |  |  |
| Type name and locality into search engine |  |  |  |  |  |
| Type name and Daily Mail |  |  |  |  |  |
| Social Media /Search Twitter,Facebook and Instagram and any other socials felt to be appropriate. |  |  |  |  |  |
| **I confirm that this search has been conducted on freely available information within the timeframe specified.** | | | | | |
| **Please cross to confirm:** | | | | | |

**Findings log**

Where no concerns have been found, please indicate this using the tick box below. You will not need to complete the following table if no concerns have been identified at this time.

**I can confirm that no concerns have been found for this candidate by searching freely available information online for the specified time period:**

Where a concern has been found, input the required information in the tables below and indicate whether any concerns found can be classified by the given categories. Use the ‘Other’ option where a concern does not fit a given category and provide additional details.

**Inappropriate behaviour**

|  |  |  |
| --- | --- | --- |
| **Has inappropriate behaviour been found?** | **Date(s) inappropriate behaviour occurred** | **Type of inappropriate behaviour (please tick all that apply)** |
|  |  | Inappropriate behaviour, jokes, or language.  Discriminatory comments.  Inappropriate images.  Drug or alcohol misuse.  Anything that suggests they may not be suitable to work with children.  Anything that could harm the reputation of the school.  Other (please specify below) |
| **Details of inappropriate behaviour** | | |
|  | | |
| **Which information will need to be addressed during interview? Please state the reasons why** | | |
|  | | |

**Safeguarding**

|  |  |  |
| --- | --- | --- |
| **Have safeguarding concerns been found?** | **Date(s) safeguarding concerns occurred** | **Type of safeguarding concern (please tick all that apply)** |
|  |  | The implication that adults and children are equal.  Lack of recognition and/or understanding of the vulnerability of children.  Inappropriate idealisation of children.  Inadequate understanding of appropriate boundaries between adults and children.  Indicators of negative safeguarding behaviours.  Other (please specify below) |
| **Details of safeguarding concerns** | | |
|  | | |
| **Which information will need to be addressed during interview? Please state the reasons why** | | |
|  | | |

All data must be stored in accordance with GDPR regulations.