



TWO RIVERS
HIGH SCHOOL



Online Searches

Rationale and Record Sheet

Endeavour Multi Academy Trust

Implementation Date:		Autumn Term 2022
Last Review Date:		-
Next Review Date:		Autumn Term 2023
Committee:		Policy Oversight Committee
Review Cycle:		1 YEAR
Statutory Policy:		Yes
Date	Version	Reason for change
23/11/2022	V1.0	New Policy Drafting

Safeguarding

[Keeping Children Safe in Education \(KCSIE\)](#) states that schools “should consider” carrying out an online search as part of due diligence on shortlisted candidates (see paragraph 220). This is a new addition to the legislation that will apply from September 2022.

We are **not required** to carry out an online search by KCSIE but we should consider whether or not it would be useful to identify any safeguarding or suitability issues. Endeavour Multi Academy Trust consider it necessary to carry out these checks with shortlisted candidates. We consider this necessary for every role at school, including checks on Members, Trustees and Local Governors. Within schools, checks will be made by the Designated Safeguarding Lead (DSL) and at a Trust and Member, Trustee and Local Governor level these checks will be made by the Trust's DSL.

An online search is not a replacement or an alternative for other recruitment checks, but we consider it necessary as one of the checks to be carried out.

Data Protection

Data protection law applies to online searches the same as any other part of the application process.

Searching for and collecting information about a candidate counts as a data processing activity. This means we need to comply with the 7 principles of data processing set out under the UK GDPR.

Every piece of personal data that our organisation holds must be:

- Processed lawfully, fairly and transparently
- Collected for specific, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary to achieve your purpose with it
- Accurate and kept up to date
- Processed and held securely
- Only retained for as long as is necessary to achieve your purpose with it

The 7th principle is that:

- Endeavour Multi Academy Trust and its schools are responsible for complying with these principles, and must be able to show that they are complying

We also need to meet at least 1 of the 6 lawful bases for processing personal data..

We consider the most suitable basis for carrying out an online search is: **public task**, because we are processing the data to carry out our duty of safeguarding and safer recruitment, which is in the public interest.

Equality and Fair Hiring Practices

The [2010 Equality Act protects](#) people from discrimination in the hiring process. We will not discriminate between candidates on the basis of the 9 protected characteristics.

Conducting an online search can increase your risk of being accused of bias in the hiring process, because you could find out this additional personal information. Therefore, we ensure we don't make decisions about hiring based solely on the personal information we find in online searches and we will always allow candidates the opportunity to address any inconsistencies located.

This will follow the same process we have for carrying out interviews/risk assessment with the CEO/Executive Headteacher/Headteacher if information is returned following the DBS check.

As part of the recruitment information the following statement is included on our application forms: I understand that an online search will be conducted on my name(s) if I am shortlisted for the above role, I am also aware that the school and Trust may want to explore anything they find with me at interview stage.

Conducting a search

The scope of the search – The search will be carried out as follows:

Google search:

The following terms, looking at the first page of results:

- 'Candidate name'
- 'Candidate name' + 'current school/employment'
- 'Candidate name' + 'previous school/employment'
- 'Candidate name' + 'educational institution'
- 'Candidate name' + 'job title'

Websites:

The candidate's name will be typed into the search function of the following websites:

- LinkedIn
- Twitter (check the top 10 results)
- Facebook (check the top 10 results)
- Their current school's website (if applicable)

This will be the same scope and purpose while carrying out an online search for every shortlisted candidate.

Within schools, checks will be made by the Designated Safeguarding Lead (DSL). At a Trust and Member, Trustee and Local Governor level these checks will be made by the Trust's DSL and will be recorded on the sheet below.

Shortlisted candidates will be informed that the search isn't part of the shortlisting process itself, and that they'll have a chance to address any issues of concern that come up during the search at an arranged interview.

Who will carry out the online search?

Finding out personal information about a candidate can lead to unconscious bias. Therefore, we will keep a consistent member of staff and process around each search. Within schools, checks will be made by the Designated Safeguarding Lead (DSL) and at a Trust and Member, Trustee and Local Governor level these checks will be made by the Trust's DSL

This will ensure that the searcher doesn't share any irrelevant personal information from the search with the interviewers. They will only share information that suggests the candidate:

- Is unqualified for the role
- Poses a potential safeguarding risk
- Risks damaging the reputation of the school or trust

Online Search Form

Candidate name:

Role shortlisted for:

Searcher name:

Date and time of online search:

SEARCH PARAMETERS	CONCERNS RAISED
<p>Google search: The following terms, looking at the first page of results:</p> <ul style="list-style-type: none"> • 'Candidate name' • 'Candidate name' + 'current school/employment' • 'Candidate name' + 'previous school/employment' • 'Candidate name' + 'educational institution' • 'Candidate name' + 'job title' <p>Websites: The candidate's name was typed into the search function of the following websites:</p> <ul style="list-style-type: none"> • LinkedIn • Twitter (checked the top 10 results) • Facebook (checked the top 10 results) • Their current school's website 	<p>Only record information that suggests the candidate:</p> <ul style="list-style-type: none"> • Is unqualified for the role • Poses a potential safeguarding risk • Risks damaging the reputation of your school/trust <p>Don't include any irrelevant personal information.</p> <p>CONCERNS:</p>

Signed:

Print Name: