

Aspire Academy
Safer Recruitment Policy
September 2022



*The Local Governing Committee has agreed that this policy will be reviewed every year. This review will take into consideration all aspects of applicable legislation and advice current at the time of the review. The next 'Period of Review' will be **SEPTEMBER 2023**.*

Our Ethos and Values

At Aspire our ethos is to develop the individual moulding independent learners and confident young minds.

We aspire to be a community founded upon mutual trust where everyone is loved and respected for who they are. We believe that in working together we can accomplish more than we could alone.

Values:

As an Alternative Provision Academy, our core values are empathy, courage and community:

- **Empathy** is essential to human life and lies at the heart of all successful relationships. Empathy is an unspoken language that we aim to teach and develop in others. In this way we develop self-awareness and depth of human engagement;
- **Courage** is a trait that needs to be developed in everyone. Life throws many challenges at us and we need to be prepared to face those challenges through developing deep personal reserves. We believe that developing individual strength and conviction enables students for the rest of their lives;
- We aim to be an **inclusive community**. Each person is needed, valued and important. When things go wrong we will forgive each other and make a fresh start. We will share what we have with those in need and try to treat others as we would like them to treat us.

Aims

As an Alternative Provision Academy, we aim to:

- Treat learners, staff and visitors with respect;
- Incorporate and promote the values behind the academy in all we do;
- Instil a sense of self-worth and value in every learner;
- Encourage learner participation in the planning and the running of our Academy wherever possible;
- Encourage emotional literacy as a way of interpreting the world around us;
- Encourage, challenge and support every person to achieve his or her potential.

INTRODUCTION

Aspire Academy is committed to safeguarding and promoting the welfare of all the students in our care. As an employer, the academy expects all staff and volunteers to share this commitment.

AIMS AND OBJECTIVES

The aims of the Safer Recruitment policy is to help deter, reject or identify people who might abuse students or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

The aims of the academy's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (**DfE**), Keeping Children Safe in Education 2022 (**KCSIE**), the Prevent Duty Guidance for England and Wales (the **Prevent Duty Guidance**) and any guidance or code of practice published by the Disclosure and Barring Service (**DBS**); and
- to ensure that the academy meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

The academy has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the academy based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance (including KCSIE 2022 and Prevent Duty Guidance).

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

The academy aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at the academy.

ROLES AND RESPONSIBILITIES

It is the responsibility of the governing body to:

- Ensure the academy has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements.
- Monitor the academy's compliance with them.

It is the responsibility of the Principal and the Vice Principal's involved in recruitment to:

- Ensure that the academy operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the academy.
- To monitor contractors' and agencies' compliance with this document.
- Promote welfare of children and young people at every stage of the procedure.

The governing body has delegated responsibility to the Principal (Teaching Staff) and Vice Principals to lead in all appointments. Academy governors may be involved in staff appointments but the final decision will rest with the Principal.

Definition of Regulated Activity and Frequency

Any position undertaken at, or on behalf of the academy will amount to "regulated activity" if it is carried out:

- frequently, meaning once a week or more; or
- overnight, meaning between 2.00 am and 6.00 am; or
- satisfies the "period condition", meaning four times or more in a 30 day period; and
- provides the opportunity for contact with children.

Roles which are carried out on an unpaid / voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

The academy is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". The academy is required to carry out an enhanced DBS check for all staff, supply staff and governors who will be engaging in regulated activity. However, the academy can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently.

RECRUITMENT AND SELECTION PROCEDURE

Advertising

To ensure equality of opportunity, the academy will advertise all vacant posts to encourage as wide a field of applicant as possible, normally this entails an external advertisement.

Any advertisement will make clear the academy's commitment to safeguarding and promoting the welfare of children.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act 2018.

Application Forms

Aspire Academy uses MyNewTerm for all applicants for employment. Applicants will be required to complete an online application form containing questions about their academic and full employment

history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history). Incomplete application forms will not be shortlisted.

The application form will include the applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. CV's will not be accepted.

It is unlawful for the Academy to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the Academy. All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

Job Descriptions and Person Specifications

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children.

References

References for short listed applicants will be sent for immediately after short listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. In such cases, this reference will be taken up immediately after interview.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the academy. One of the references must be from the applicant's current or most recent employer. If the current / most recent employment does / did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. The referee should not be a relative. References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children.

Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made.

Any discrepancies or anomalies will be followed up. Direct contact by phone will be undertaken with each referee to verify the reference.

The academy does not accept open references, testimonials or references from relatives.

Interviews

There will be a face-to-face interview wherever possible, and a minimum of two interviewers will see the applicants for the vacant position. The interview process will explore the applicant's ability to

carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training).

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process, if it has been disclosed on the application form.

At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.

All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original documents will only be accepted and photocopies will be taken.

Unsuccessful applicant documents will be destroyed 6 months after the recruitment programme.

Safer recruitment - online searches for shortlisted candidates

In September 2022, statutory guidance (Keeping Children Safe in Education) regarding safer recruitment of staff in schools and colleges was amended to state the following:

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.

Aspire Academy will conduct online searches for all new staff, volunteers, Governors and Trustees. We will ask shortlisted candidates to share with us all social media platforms that they use and their usernames / handles, as well as the names of any websites that they own, post on, or contribute to. A Google search will also be conducted, checking the first page of results for the following search terms:

1. candidate name
2. name + current employment
3. name + previous employment
4. name + school/college/university
5. name + job title

If a shortlisted candidate refuses to share this information, we reserve the right to remove the invite to interview and terminate the recruitment process.

Searches will be conducted using the risk assessment structure outlined in Appendix 1, covering a minimum of five years prior to the search date. Information will be viewed and gathered by a school/Trust employee, separate to the recruitment panel. When social media platforms are being searched, accounts in the name of school/Trust will be used. Any information of concern will be shared with the panel for their consideration, who will review and decide how to proceed. If there is sufficient concern that there is an immediate unsuitability to work with children and/or as part of our organisation, the recruitment process will be terminated. If the recruitment panel wish to make further enquiries with the candidate to explore their suitability, they will do so at interview.

Documents for successful and unsuccessful candidates will be retained in line with our Record Retention policy.

Risk assessment

Expectations for staff, volunteer, Governor and Trustee behaviour, including their activity online, is detailed in our Staff Code of Conduct. The categories outlined in Appendix 1 will be used by the person conducting the search to identify any areas of concern that require further consideration by the recruitment panel.

Category of concern	Things to consider
Risk to children	<p>Is there any information that is not consistent with our legal obligation and statutory guidance regarding safeguarding and promoting the welfare of children?</p> <p>Is there any information that indicates a risk of harm to children under Part 4 of KCSIE, AKA the harm threshold? (behaved in a way that has harmed a child, or may have harmed a child; possibly committed a criminal offence against or related to a child; behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; behaved or may have behaved in a way that indicates they may not be suitable to work with children)</p>
Illegal activities	<p>Is there any information that indicates illegal activity? ** N.B. due regard must be paid to filtering rules for DBS checks.</p> <p>Is there any information that indicates support or promotion of illegal activity?</p>
Extremist and / or discriminatory views	<p>Is there any information that is not consistent with our legal obligation under the Equalities Act towards protected characteristics? (age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation)</p> <p>Is there any information that is not consistent with our statutory obligation to promote British Values? (democracy, rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs)</p>

OFFER OF APPOINTMENT AND NEW EMPLOYEE PROCESS

In accordance with the recommendations set out in KCSIE and the requirements of the Education (Independent School Standards) Regulations 2014 and the *Boarding schools: national minimum standards* the School carries out a number of pre-employment checks in respect of all prospective employees.

If it is decided to make an offer of employment following the **formal interview**, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the Academy's standard terms and conditions of employment;
- verification of the applicant's identity (where that has not previously been verified);
- the receipt of two references (one of which must be from the applicant's most recent employer) which the academy considers to be satisfactory;

For positions which involve "teaching work":

- i. the Academy being satisfied that the applicant is not, and has never been, the subject of a sanction, restriction or prohibition issued by the National College for Teaching and Leadership, or any predecessor or successor body, or by a regulator of the teaching profession in any other European Economic Area country which prevents the applicant working at the Academy or which, in the academy's opinion, renders the applicant unsuitable to work at the academy; and
 - ii. the academy being satisfied that the applicant is not, and has never been, the subject of any proceedings before a professional conduct panel or equivalent body in the UK or any other country for any reason which prevents the applicant working at the School or which, in the School's opinion, renders the applicant unsuitable to work at the academy;
- where the position amounts to "regulated activity" the receipt of an enhanced disclosure from the DBS which the academy considers to be satisfactory;
 - where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List*;
 - confirmation that the applicant is not subject to a direction under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts them from providing education at a academy, taking part in the management of an independent school or working in a position which involves regular contact with children;
 - confirmation that the applicant is not subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent school;
 - verification of the applicant's medical fitness for the role;
 - verification of the applicant's right to work in the UK;
 - any further checks which are necessary as a result of the applicant having lived or worked outside of the UK; and
 - verification of professional qualifications which the academy deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified).

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Whether a position amounts to "regulated activity" must therefore be considered by the academy in order to decide which checks are appropriate. It is however likely that in nearly all cases the academy will be able to carry out an enhanced DBS check and a Children's Barred List check.

A personal file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained on personal files.

The Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with, or having access to students. Therefore, any convictions and cautions that would normally be considered 'SPENT' **must be** declared when applying for any position at Aspire Academy.

DBS (Disclosure and Barring Service) Check (formerly known as CRB Disclosure)

The Academy applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the academy which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information.

It is the Academy policy that the DBS disclosure **must be** obtained before the commencement of employment of **any** new employee.

It is the academy's policy to re-check employee's DBS Certificates every five years and in addition any employee that takes leave for more than three months (ie: maternity leave, career break etc) must be re-checked before they return back to work.

Members of staff at Aspire Academy are aware of their obligation to inform the Principal or the HR Department of any cautions or convictions that arise between these checks taking place.

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence.

Portability of DBS Certificates Checks

Staff may wish to join the DBS Update Service if they are likely to require another check in the future.

Applicants may sign up to the Service if their check was issued after 17 June 2013, for a fee of £13 per annum, which is payable by the applicant.

DBS Certificate

The DBS no longer issue Disclosure Certificates to employers, therefore employees/applicants should bring their original Certificate to the admin team at Aspire Academy, before they commence work or any project involving regulated activity.

Dealing with convictions

The academy operates a formal procedure if a DBS Certificate is returned with details of convictions.

Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances,
- decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with HR and the Principal.

A decision will be made following this meeting. In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the Principal and HR will evaluate all of the risk factors above before a position is offered or confirmed.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status.

All applicants invited to attend an interview at the academy will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS identity checking guidelines. The academy does not discriminate on the grounds of age.

Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form.

Medical Fitness

The academy is legally required to verify the medical fitness of anyone to be appointed to a post at the academy, **after** an offer of employment has been made but **before** the appointment can be confirmed.

All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role.

The academy is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence and considering reasonable adjustments.

Overseas checks

The academy, in accordance with the UK Visas and Immigration (UKVI) will, if applicable, sponsor new foreign nationals (see Certificate of Sponsorship section).

In addition, applicants who have lived/travelled abroad for more than 3 months will need to obtain a criminal records check from the relevant country the applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory by the academy.

Certificates of Sponsorship (CoS)

If an appointed applicant is a national of a non-EEA country, a CoS may be required. Before any offer of employment is made, the Interviewing Manager's should consult with the Human Resources Department to establish whether the school has any unallocated Sponsorship Certificates.

Criteria for issuing a CoS is:

- The job is in a "designated shortage" occupation, or
- It passes the Resident Labour Market Test (RLMT)
- The job is at NQF6 Level or above
- Minimum salary levels as stated by the UKVI are met.

Only the Human Resources Team will be able to issue a CoS. In addition to the CoS the applicant must apply for entry clearance/leave to remain through the UKVI and comply with the UKVI requirements.

The process can take up to three months and staff cannot, under any circumstances, be employed until permission is given.

Detailed advice on the above is available from the Human Resources Team.

Induction Programme

All new employees will be given an induction programme which will clearly identify the academy policies and procedures, including the Child Protection Policy, the Code of Conduct, and Part One of KCSIE, and make clear the expectations which will govern how staff carry out their roles and responsibilities.

Single Centralised Register of Members of Staff

In addition to the various staff records kept in school and on individual personnel files, a single centralised record of recruitment and vetting checks is kept in accordance with the Education (Independent School Standards) Regulations 2014 requirements. This is kept up-to-date and retained by Aspire Academy. The Single Centralised Register will contain details of the following:-

- all employees who are employed to work at the academy;
- all employees who are employed as supply staff to the academy whether employed directly or through an agency;
- all others who have been chosen by the school to work in regular contact with children. This will cover volunteers, governors, peripatetic staff and people brought into the academy to

provide additional teaching or instruction for students but who are not staff members eg: sports coaches etc.

The Single Central Register is maintained by the PA to the Principal and is kept password protected. This is regularly checked and audits completed by the Chair of Governors, Principal and Vice Principal.

Record Retention / Data Protection

The academy is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the academy will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the academy to discharge its obligations as an employer e.g. so that the academy may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained by the academy for the duration of the successful applicant's employment with the School. All information retained on employees is kept centrally in Admin Team Office in a locked and secure cabinet.

The same policy applies to any suitability information obtained about volunteers involved with academy activities.

Aspire Academy will retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed (ie: shredded). The 6 month retention period is in accordance with the Data Protection Act.

Ongoing Employment

Aspire recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The academy will therefore provide ongoing training and support for all staff, as identified through the Performance Management Review process.

Leaving Employment

Despite the best efforts to recruit safely there will be occasions when allegations of serious misconduct or abuse against children and young people are raised. This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks the academy also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at the academy despite being barred from working with children; or
- has been removed by the academy from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

If the individual referred to the DBS is a teacher, the academy may also decide to make a referral to the National College for Teaching and Leadership.

Contractors and agency staff

Contractors engaged by the academy must complete the same checks for their employees that the academy is required to complete for its staff. The academy requires confirmation that these checks have been completed before employees of the Contractor can commence work at the academy.

Agencies who supply staff to the must also complete the pre-employment checks which the academy would otherwise complete for its staff. Again, the academy requires confirmation that these checks have been completed before an individual can commence work at the academy.

The academy will independently verify the identity of staff supplied by contractors or an agency in and will require the provision of the original DBS certificate before contractors or agency staff can commence work at the academy.

Visiting Speakers (and Prevent Duty)

The Prevent Duty Guidance requires the academy to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by students, are suitable and appropriately supervised.

The academy is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the academy or perform any other regular duties for or on behalf of the academy.

All visiting speakers will be subject to the academy's usual visitors signing in protocol. [Screening for visitors to the academy policy] This will include signing in and out at Reception, the wearing of a visitors badge at all times and being escorted by a fully vetted member of staff between appointments.

The academy will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the academy. In doing so the academy will always have regard to the Prevent Duty Guidance and the definition of "extremism" set out in KCSIE which states:

"Extremism" is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations."

In fulfilling its Prevent Duty obligations the academy does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

Volunteers

The academy will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with pupils at or on behalf of the academy (the definition of regulated activity set out above will be applied to all volunteers).

Under no circumstances will the academy permit an unchecked volunteer to have unsupervised contact with students.

It is the academy's policy that a new DBS certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with the academy for three consecutive months or more. Those volunteers who are likely to be involved in activities with the academy on a regular basis may be required to sign up to the DBS update service as this permits the

academy to obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates.

In addition the academy will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to the following):

- formal or informal information provided by staff, parents and other volunteers;
- character references from the volunteer's place of work or any other relevant source; and
- an informal safer recruitment interview.

Monitoring and Evaluation

The Principal will be responsible for ensuring that this policy is monitored and evaluated throughout the academy. This will be undertaken through formal audits of job vacancies and monitoring of interviews and the Single Central Register.

ONLINE SEARCH FOR SHORTLISTED CANDIDATE (Appendix 1)

Name of candidate	Role applied for	Date search completed	Name of person completing search
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Platform	Account handle /	Any info of concern? (Y or N)	Category/ies of concern	Comments of recruitment panel
Social media – name				
Social media – name				
Social media – name				
Google				
Website – name				

Add further rows as required

As a result of the information disclosed above:	Yes	No
Is there evidence that the candidate is not fit to work with children, and/or that their online activity may immediately bring the school/Trust into disrepute, and therefore the recruitment process should be immediately terminated? *		
Is there information of concern that requires the recruitment panel to ask any further or supplementary questions to explore the candidate's suitability to work with children and/or to work in our organisation? **		

* If yes, please consider if any further action is needed to safeguard children, i.e. Police, Social Care, LADO

** If yes, the questions asked, and answers given, must be documented and retained in the candidate's interview notes, and you must complete pg 2 of this form

ONLINE SEARCH FOR SHORTLISTED CANDIDATE – pg 2

Following further or supplementary questions by the recruitment panel:	Yes	No
Do any concerns remain that indicate the candidate is not suitable to work with children and/or that their online activity may bring the school/Trust into disrepute?		
Please give a summary of your reasoning, referencing the risk assessment that has been conducted to support this decision:		
<p><i>Things to consider:</i></p> <ul style="list-style-type: none"> • <i>age/maturity</i> • <i>one off or recurring pattern of behaviour</i> • <i>recency</i> • <i>change to behaviour</i> • <i>openness and honesty</i> • <i>reflection / remorse</i> 		
Has the candidate been successful, and have they been offered the position?		

Signed		Print name		Position	
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