**Safer Recruitment – Online searches for shortlisted candidates**

Statutory guidance (Keeping Children Safe in Education (KCSIE)) states: *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.*

Online searches will be conducted using the risk assessment structure outlined below, covering a minimum of two years prior to the search date. We will ask shortlisted candidates to share with us all social media platforms that they use and their usernames/handles. A Google search will also be conducted, checking the first two pages of results for the following search terms:

1. Candidate name
2. Name + current employment
3. Name + previous employment
4. Name + job title

Any information of concern will be shared with the panel for their consideration, who will review and decide how to proceed. If the recruitment panel wishes to make further enquiries with the candidate to explore their suitability, they may do so at interview.

**Risk assessment**

The categories outlined in the table below will be used to identify any areas of concern that require further consideration by the recruitment panel.

|  |  |
| --- | --- |
| Category of concern | Things to consider |
| **Risk to children** | * Is there any information that is not consistent with legal obligations and statutory guidance regarding safeguarding and promoting the welfare of children? * Is there any information that indicates a risk of harm to children? (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 that they 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). |
| **Illegal activities** | * Is there any information that indicates illegal activity? Is there any information that indicates support or promotion of illegal activity? |
| **Extremist and/or discriminatory views** | * Is there any information that is not consistent with legal obligations 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). * Is there any information that is not consistent with statutory obligations to promote British Values? (democracy, rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs). |

**Online search for shortlisted candidate:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of candidate** |  | **Role applied for** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date search completed** |  | **Name of person completing search** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Platform | Account/handle | Any info of concern Y/N | Category/ies of concern | Comments |
| Social media – Twitter/X |  |  |  |  |
| Social media – Linked In |  |  |  |  |
| Social media-  Other |  |  |  |  |
| Google search |  |  |  |  |

**As a result of the information disclosed above:**

Is there evidence that the candidate may not be fit to work with children, and/or that their online activity may bring the university into disrepute? Yes/No

If yes, interview panel to ask supplementary questions to explore further. Comments to be recorded and retained in the candidate’s interview notes.

When considering the suitability of candidates to work with children, support is available from Louise Lindsay, Director of Safeguarding – l.lindsay@imperial.ac.uk.