

## Pre-Interview Self-Disclosure for Shortlisted Candidates ONLY

### Part 2 - Online Searches

#### Information for Candidates:

Congratulations on being shortlisted, as a School we need to ensure any individual we choose to employ is suitable to work with children - as we are committed to safeguarding and promoting the welfare of children and young people, and adults at risk of harm. Therefore, all staff, workers and volunteers are expected to share this commitment and achieve a satisfactory online search check prior to appointment/ commencement, this is not only part of our recruitment policy and practice, but it is a requirement of Keeping Children Safe in Education 2022.

*Keeping children safe in education (KCSIE) 2022 paragraph 220 states: "In addition, as part of the shortlisting process schools and colleges should consider conducting 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."*

As an individual who has applied and been shortlisted for a post / job in our school we need you to consider the following information prior to your interview - as noted on the application form this post is subject to a successful online search. The following information provides you with some additional information to explain how we will conduct an online search and what we will do with the information we find.

#### What is an online search?

Online searches are different from a search of an individual's social media activity/ accounts; an online search is using a search engine that is publicly available, e.g., google and searching on your name and/ or associated / abbreviated names. KCSE22 is not encouraging or providing for us, as a potential employer to search a candidate's/ your social media presence, it is asking us to determine if there is information that is publicly available that would indicate you are unsuitable to work with children/ young people (or adults) in a School environment/ setting.

#### What we will do to conduct an online search

To ensure that we are searching for the right applicant and so that you are aware of what we are doing, the details you have provided on your application form (and are also being asked to re-confirm within this form) is what we will use to undertake an online search.

We will discuss with you at interview any information we find that we believe is related to you as an applicant for a post /job in our School that we believe is not in line with KCSE22, that could demonstrate you are not suitable/ unsuitable to work with children/ young people (or adults) in our school setting/ environment and that does not adhere to our values and principles to safeguard and promote the welfare of children and young people, and adults at risk of harm. This adherence to our values and principles is a requirement where we will compare the data we find online against the expectations that we place upon our employees to not only operate in line with our Safeguarding/ Child Protection principles and policy, professional standards as they apply as well as our expectations within our staff/ volunteer handbook, our code of conduct and our online/social media policy - that all employees (and volunteers as applicable) are required to adhere to/ share our commitment to (this will be referred to as our 'threshold test' later in this document).

Our online search will also include LinkedIn as not only is this a professional platform it also supports our validation of applicant employment history / dates of employment as noted on an individual's application form, assuming they use LinkedIn. In the event that other platforms, including social media provide

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information that we believe is related to you that is publicly available we will include these/ this information within our search.

The information we find within our online search, that is publicly available will be considered by us, and on the basis that it does not meet our 'threshold test'/ could demonstrate that as an applicant you could be unsuitable to work with children, young people or adults at risk of harm, this information will be passed to the interview panel for them to discuss further with you at interview. Where the information we find meets our 'threshold test,' this information will not be passed to the interview panel.

We will consider information that is current and also which we find that relates to a period of the past 10 years<sup>1</sup> from the date of your application, unless we find additional information within our online search that results in our extending this timeframe<sup>2</sup>. Whilst we will not overtly/ covertly/in secret/ incognito search for your social media platforms, such as Facebook, Instagram, etc please be advised that should this information come-up / be publicly available as part of our online search (using google as our search platform) we will include this as part of our consideration; as the key element for us in this is that the information, which should be private/ have the correct privacy settings has become publicly available.

## What we will not do

We will not search any information in relation to social media covertly/ overtly/ in secret/ incognito, e.g., setting up a Facebook account in a pretend name to look at candidates' information, or use an existing social media profile that has been privately or publicly established to determine if we can access your social media accounts. As noted previously, we will undertake a search, using our preferred search engine to look at what is available about you that is publicly available. We would expect all shortlisted candidates (as we do of our existing employees and other adults working in or being linked to school, e.g., volunteers) to ensure their social media accounts and privacy settings are set at an appropriate level. We accept that social media platforms are intended for individuals to share personal information, and it is imperative that individuals ensure where they choose to have social media accounts, they are able manage their data and security settings protocols so that information they wish to remain private, is able to remain so.

In terms of LinkedIn, whilst this is identified as being a social media platform this, alongside other professional platforms, would be the exception within our online search and would be included in our online search, as in our view these are intended to be shared spaces that are publicly available for professionals.

## What you need to do

You will remember that you were given the opportunity to consider that we would undertake an online search prior to your submitting your application. We provided information on our application form noting that in line with KCSE22 and our recruitment policy/ practice, where you were shortlisted, we would require you to provide us with additional information so that we could undertake an appropriate online search.

We now respectfully ask that you:

- a) consider the information we are providing to you to ensure that you are clear on what we will do and why,
- b) ask you to complete the form overleaf providing us with all relevant information to support our search and
- c) return this form to us by the date indicated below.

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<sup>1</sup> In the event that your employment history is less than 10 years the search will provide for an appropriate time period that is less than this.

<sup>2</sup> Where we choose to do this, we will explain this to you when you attend for interview and provide you a rationale as to why we choose to/ undertook this.

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Completed Form to be returned to  
School by:

Wednesday 14 June 2023

By returning the form to us by the date noted above, this will allow us to review the information you have provided as part of our pre-interview process; it is important we receive the information/form as least three (3) full working day prior to your interview. Please be advised, if the form /information is not returned to us by the date as noted above, we reserve the right to withdraw our offer of an interview/ may choose not to progress with your interview/ application.

## How will we store this information?

All information obtained will be held in accordance with GDPR principles, where you are not successful in your application all data held will be destroyed in accordance with our Data Retention / Data Security protocol/ policy in practice.

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## PRE INTERVIEW ON LINE SEARCH SELF DECLARATION FOR SHORTLISTED CANDIDATES

<b>POST APPLIED FOR:</b>			
<b>Surname:</b>		<b>Forename(s):</b>	

1. When we undertake an online search – we will use the name provided on your application form. Have you at any time used or are you using another name/ reference/ pseudonym (including those that may have been changed informally, formally, legally, a change in your personal status or circumstances, etc) as part of your online content?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details here		
2. When we undertake our online search is there any information you wish to make us aware of that we will/ may find/ obtain, that is publicly available linked to the name(s) provided above as part of that search?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details here		

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## PERSONAL DECLARATION:

I can confirm that I have:

Yes ☐

- a) read the candidate guidance/ information provided within this form,
- b) taken this information into account before answering all of the questions noted above.

I declare that all the information I have provided is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children/ young people (or adults if the post I am applying for requires that I also work with adults).

I understand that the recruitment panel may be made aware of any relevant information that I have disclosed/ that has been found as part of an online search where it is outside of school's 'threshold test' - in order to discuss the matter(s) with me as part of the recruitment process, and that a risk assessment of the information about me that is publicly available online, will be held securely on my personnel file alongside other appointment information if I am successful in my application.

Where I am not successful in my application, all information including that found within online searches will be destroyed following my interview in-line with the Schools data retention/ data security protocol/ policy in practice.

I understand that any information found to be publicly available via an online will not necessarily prevent me from being offered this role/ job.

I acknowledge that in submitting this form electronically I am accepting this personal declaration/ 'signing' this form by returning the form to School.

Signature:

Date: