

NORTHAMPTON SCHOOL FOR GIRLS

APPENDIX 1

Title:	Safer recruitment, online search procedures
Associated Policies:	<ul style="list-style-type: none"> • Learning for All-Equal Opportunities Policy • Online safety and Acceptable use Policy • Safeguarding and Child Protection Policy

How to use this form

- You will need a separate copy for the form for each candidate.
- The staff member carrying out the searches should not be involved in carrying out interviews or making recruitment decisions.
- The staff member carrying out the searches must do so as directed by the parameters of the form.
- All searches must be conducted before the interview so any questions or concerns can be raised with the candidates.

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:</p> <p>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) <p>Their current school’s website</p>	<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>

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