



The Bishop Konstant Catholic Academy Trust

Learning Communities, Inspired by Faith

Trust Safer Recruitment Policy 2022 - 2023



The Bishop Konstant Catholic Academy Trust,
St Wilfrid's Catholic High School & Sixth Form College,
Cutsyke Road, Featherstone WF7 6BD

Telephone: 01924 802285 **Twitter:** @theBKCAT
Email: admin@bkcat.co.uk **Website:** www.bkcat.co.uk



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Mission Statement

All policies are written in line with our Trust Mission statement:

With Jesus Christ at the centre of the life of the Trust, we seek to provide learning communities offering the highest possible standards of education. We are committed to working in partnership and trust for the common good. We strive to encourage and empower children and young people to recognise and realise their God-given potential and to discern their vocation in life. As learning communities inspired by faith, we celebrate achievement, offering each other challenge and support, as together we follow Christ in self-giving love and service.



Change Control

Version	Date	Author	Changes
1.0	10/03/23	Head of HR	Removal of section on allegations against staff as this is now a separate policy and procedure.
1.1	10/03/23	Head of HR	New guidance on conducting online searches for shortlisted candidates, page 6 and Appendix 3, page 15
1.2	10/03/23	Head of HR	Updated guidelines on supply staff, page 9
1.3	10/03/23	Head of HR	Updated recruitment and selection checklist in Appendix 1, page 11



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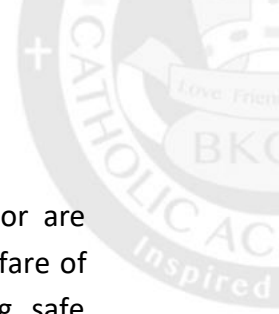
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1. Introduction

This document sets out the duties and responsibilities of all staff within the Bishop Konstant Catholic Academy Trust (BKCAT) in relation to recruiting and vetting staff, contractors or volunteers and for maintaining a safe learning environment, including the process for dealing with allegations of abuse against staff or visitors. The Trust and its Academies will comply with Safer Recruitment best practice, some of which is underpinned by legislation including the Protection of Freedoms Act 2012, Safeguarding Vulnerable Groups Act 2006 and the Education Act 2002 s157. The Trust and its Academies have a duty to ensure that all supply agencies and many contractors supplying services to the schools also use Safer Recruitment techniques.

2. Context

Experience shows the importance of organisations that provide services to children operating recruitment and selection procedures and other human resources (HR) management



processes that help deter, reject, or identify people who might abuse children, or are otherwise unsuited to work with them. Making safeguarding and promoting the welfare of children an integral factor in HR management is an essential part of creating safe environments for children and young people.

The measures described in this policy will be applied in relation to everyone appointed to work in our Academies including those who may not have direct contact with children as a result of their job, but nevertheless will be seen as safe and trustworthy because of their regular presence in the setting. This includes workers not on the payroll, e.g. staff employed by contractors, and unpaid volunteers.

This policy is not a comprehensive guide to recruitment and selection or employment issues. It does not cover all the issues relevant to that subject. It is not a substitute for training in those areas, or in interviewing and assessment techniques. Staff who recruit and select staff and volunteers will need appropriate training as well as support and advice from the Trust HR officers to ensure their practice satisfies the requirements of employment law.

3. Safer Recruitment Training

Keeping Children Safe in Education (DfE 2022) and School Staffing Regulations 2009 require that every recruitment panel for a school-based post should include at least one member who has attended relevant Safer Recruitment training which is overseen by the Safer Recruitment Consortium.

At ***** School, the following people hold this certificate and therefore at least one named person will be involved in every recruitment process:

Insert names and

4. Elements of Safer Recruitment

Safer practice in recruitment means thinking about and including issues to do with child protection and safeguarding and promoting the welfare of children at every stage of the process. It starts with the process of planning the recruitment exercise and, where the post is advertised, ensuring that the advertisement makes clear our commitment to safeguarding and promoting the welfare of children. It also requires a consistent and thorough process of obtaining, collating, analysing, and evaluating information from and about applicants. Main elements of the process include:

- Ensuring the job description makes reference to the responsibility for safeguarding and promoting the welfare of children;
- Ensuring that the person specification includes specific reference to suitability to work with children;
- Obtaining and scrutinising comprehensive information from applicants, and taking up and satisfactorily resolving any discrepancies or anomalies;



- Obtaining independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and following up any concerns;
- A face-to-face interview that explores the candidate's suitability to work with children as well as his or her suitability for the post;
- Verifying the successful applicant's identity;
- Verifying that the successful applicant has any academic or vocational qualifications claimed;
- Checking his or her previous employment history and experience;
- Verifying that s/he has the health and physical capacity for the job;
- The mandatory DBS Barred list check (if in regulated activity) and an enhanced DBS certificate;
- If the individual has lived or worked overseas in recent years, additional checks.

N.B. It is important not to rely solely on criminal record and Barred list checks to screen out unsuitable applicants. Those checks are an essential safeguard, but they will only pick up those abusers who have been convicted, or have come to the attention of the police, or who have been listed. Many individuals who are unsuited to working with children will not have any previous convictions, and will not appear on the DBS Barred lists.

5. Policy statement

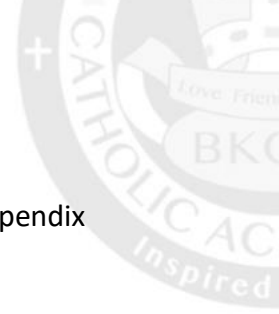
"Bishop Konstant Catholic Academy Trust is committed to safeguarding and promoting the wellbeing of all children and young people and expects all staff and volunteers to share this commitment."

The statement above will be included in:

- Publicity materials;
- Recruitment websites;
- Advertisements;
- Candidate information packs;
- Person specifications;
- Job descriptions;
- Competency frameworks;
- Induction training.

6. Shortlisted Candidates

Following new guidance in Keeping Children Safe in Education (2022), schools should consider carrying out an online search as part of their due diligence on shortlisted candidates. The purpose is that it may help to identify any incidents or issues that have happened, and are publicly available on line, which the school or college might want to explore with the applicant at interview.



Guidance on the Trust approach and how to conduct online searches is outlined in Appendix 3.

7. Interviews

The selection process for people who will work at the Trust or in our Academies will always include a face-to-face interview even if there is only one candidate. At the interview, the identity of the successful candidate will be checked thoroughly to ensure the person is who they claims to be, and the successful candidate will be required to complete an application for an enhanced DBS certificate straight away¹. Consequently all candidates will be required to bring with them documentary evidence of their identity that will satisfy DBS requirements.

8. Involving Pupils and Students

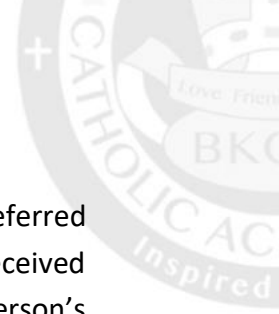
We endeavour to involve pupils and students in the recruitment and selection process where appropriate. This may be by student panel, lesson observation or group activities, for example or by involving the student voice in developing person specifications or job descriptions.

9. Conditional Offer of Employment – Pre-Employment Checks

An offer of appointment to the successful candidate will be conditional upon:

- The receipt of at least two satisfactory references, at least one of which will be from the current or most recent employer (if those have not already been received – see below);
- A priest reference if practising Catholic;
- Verification of the candidate's identity (if that could not be verified at interview);
- A check of the Children's Barred list;
- Sight of the original enhanced DBS certificate, which is deemed satisfactory (NB electronic snapshots or registered body email confirmation of clear DBS **must not** be accepted);
- If the individual has lived or worked overseas in recent years, additional checks which may include EEA sanctions, overseas police certificates and / or additional references;
- Verification of the candidate's medical fitness;
- Verification of qualifications (if not verified at interview);
- Verification of professional status where required e.g. GTC registration, QTS;
- Status (unless properly exempted), NPQH;
- Confirmation that the candidate is not disqualified from early or later years childcare (staff employed in relevant childcare only);
- (For teaching posts) Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999); and a check of the NCTL Prohibited list; and
- For management posts in the Trust or Academy, that the candidate is not prohibited from management of an independent school under s128.

¹ Unless they are registered with the update service – see relevant section



NB In any case where an employer reference has not been obtained on the preferred candidate before interview, the chair of the interview panel must ensure that it is received and scrutinised, and any concerns are resolved satisfactorily, before the person's appointment is confirmed.

All checks should be:

- Confirmed in writing;
- Documented and retained on the personnel file (subject to relevant advice in the DBS Code of Practice and the Trust GDPR arrangements); and
- Followed up where they are unsatisfactory or there are discrepancies

10. Post Appointment: Induction

There will be an induction programme for all staff and volunteers newly appointed to ***** School, including teaching staff, regardless of previous experience.

The purpose of induction is to:

- Provide training and information about our policies and procedures;
- Support individuals in a way that is appropriate for the role for which they have been engaged;
- Confirm the conduct expected of staff within the school;
- Provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities; and
- Enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

The induction programme will include information and written statements of:

- Policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti-bullying, anti-racism, physical intervention or restraint, intimate care, internet safety and local child protection and safeguarding procedures;
- Safe practice and the standards of conduct and behaviour expected of staff and pupils at our school;
- How and with whom any concerns about those issues should be raised; and
- Other relevant HR procedures e.g. disciplinary, capability, grievance and whistleblowing.

Induction training for all staff and regular volunteers will always include information about our child protection arrangements and how to contact the designated safeguarding lead (DSL). The Trust Staff Code of Conduct and Safer Working Practice Guidance will also be included in induction.



11. Recruiting and Vetting checks

See also

'Keeping Children Safe in Education' (DfE 2022)

Safeguarding Vulnerable Groups Act 2006

Protection of Freedoms Act 2012

All staff appointments will be subject to an enhanced disclosure from the Disclosure & Barring Service (a DBS certificate) in line with current legislation. This requirement will also apply to all supply staff, unsupervised volunteers visiting the school regularly and some contractors (see Protection of Freedoms Act 2012 'regulated activity').

We **expect all** staff to notify the Head teacher / Principal of any cautions or convictions accrued whilst in the employ of this Trust.

We have a legal duty to ensure that all adults – whether employees or volunteers – involved in overnight / residential activities or personal care of students have been checked against the Barred list and we will also ensure a suitable enhanced DBS certificate is in place.

12. Update Service

Successful candidates who are already registered with the update service will be asked to bring their original DBS certificate plus identity documents to the school to be verified. If the certificate is for the correct workforce (children's), includes a barred list check and all details match the ID documents, a member of academy staff will undertake a status check at <https://secure.crbonline.gov.uk/crsc/check?execution=e1s1> If the outcome is acceptable, the result of this status check will be printed and retained in their personal file and the individual will be permitted to start work as soon as all other checks are completed. If the status indicates a change in circumstances, a new enhanced DBS certificate will be required before the person commences in post. See Appendix 2 for more information on status check outcomes.

13. The Single Central Record (SCR)

The Trust and each Academy keep a single central record (SCR) as described in DfE guidance. The SCR includes all employees, supply staff, relevant contractors and regular volunteers. The record must indicate whether the following have been completed, when and by whom:

- Verification of identity;
- Start date;
- Qualification checks for any qualifications legally required for the job e.g. those posts where a person must have QTS, NPQH, etc. Additionally, for those applying for teaching posts, registration check with the GTC where appropriate and a check of the NCTL Prohibited list;
- For management positions (independent schools and academies only) that the person



is not prohibited under s128;

- Confirmation of right to work in the United Kingdom;
- DBS 'barred list' for those appointed in regulated activity (or for anyone employed in school prior to Sept 2009, the date they were checked against List 99);
- Enhanced DBS certificate (previously an enhanced CRB disclosure); and
- Further overseas criminal records checks where appropriate (including EEA checks (teachers only), police checks, certificates of good conduct and / or overseas references as appropriate).

14. Supply Staff

***** School will expect supply agencies to comply with 'Safer Recruitment' techniques and we will seek written confirmation from each agency to this effect. The Trust and its Academies will require the DBS certificate reference number for each agency worker in order that this can be recorded on the SCR. The Trust and its Academies will also seek assurance that those in regulated activity have been checked against the children's Barred list and – for teachers – the NCTL prohibited list. For supply staff engaged to work in early-years or later-years childcare, we require the agency to confirm that the relevant checks have been done in relation to Disqualification from Childcare and Disqualification by Association.

In addition, we will seek to verify the identity of each agency worker when they arrive on site and these checks will also be recorded.

All supply agencies we engage with will be notified of our expectations in relation to supply staff:

As part of the Trust's processes in managing allegations against staff and in line with KCSIE 2022, should any safeguarding concerns arise when the supply staff member is working in any of our schools the Headteacher (or other nominated member of leadership team) will make the LADO referral, if deemed necessary. If the LADO advises the school will carry out an investigation as all the relevant information about the allegation is likely to be in school. We would expect the agency to co-operate and supply relevant information if requested. We would also take account of the agency's policies and provide information so they can fulfil the duty placed on agencies to refer to the DBS as personnel suppliers.

15. Further Information

Keeping Children Safe in Education (DfE 2022)

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Safer Recruitment Consortium Guidance for Safer Working Practice (2022)

[Professional and Personnel Relationships \(saferrecruitmentconsortium.org\)](https://www.saferrecruitmentconsortium.org)

Disclosure & Barring Service <https://www.gov.uk/government/organisations/disclosure-and-barring-service>



Monitoring and Review of this Policy

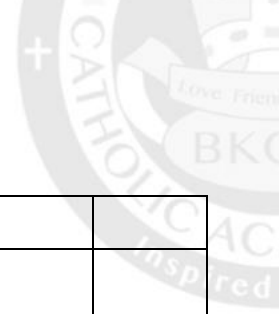
The Trust shall be responsible for reviewing this policy from time to time to ensure that it meets legal requirements and reflects best practice.

The Bishop Konstant Catholic Academy Trust is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales, company number 08253770, whose registered office is at St Wilfrid's Catholic High School & Sixth Form College, Cutsyke Road, Featherstone WF7 6BD

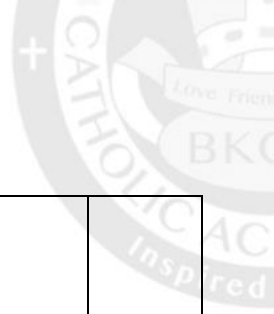


Appendix 1 - Recruitment and Selection Checklist

Pre-interview	Initials	Date
Planning – timetable decided: job specification and description and other documents to be provided to applicants, reviewed and updated as necessary.		
Vacancy advertised – (where appropriate) advertisement includes reference to safeguarding policy; that is, statement of commitment to safeguard and promoting welfare of children and need for successful applicant to be DBS checked, and that online checks will be carried out for shortlisted candidates and discussed at interview if required.		
Applications on receipt – Scrutinised – any discrepancies/ anomalies / gaps in employment noted to explore if candidate considered for shortlisting. signed to confirm that the applicant accepts the content is true (original to be signed at interview if application form emailed)		
Interview Panel – should be briefed and at least 1 member suitability trained in safer recruitment.		
Shortlist prepared and interview	Initials	Date
Reference – seeking sought directly from referee on shortlisted candidates; ask recommended specific questions; including reason for leaving and any previous safeguarding allegations / disciplinary action. Please ensure you have received the completed consent to obtain references form from the candidate before seeking references.		
References – on receipt checked against information on application; ensure referee has appropriate authority, scrutinise; any discrepancy/issue of concern noted to take up with referee and/or applicant. If unsure seek HR advice		
Invitation to interview – includes all relevant information and instructions.		
Online searches – shortlisted candidates only (Please see guidance document/policy and seek HR advice if required)		
Criminal record self-disclosure (Rehabilitation of Offenders form) – with explanation or links to filtering rules and spent / unspent and signposts to impartial advice – sent to shortlisted candidates and to be returned prior to interview date.		
Signed applicant declaration form- signed copy needs to be brought to interview to confirm they have received a sample copy of the model Catholic Education Service (CES) contract of employment which they would receive should they be successful and are happy with this/had the opportunity to ask any questions.		
Interview arrangements – at least 2 interviewers; panel members have authority to appoint; have met and agreed issues and questions/assessment criteria/standards.		
Interview – explores applicant’s suitability for work with children as well as suitability for the requirements of the post.		
Any self-disclosed criminal history or issues of suitability – check information would not be filtered / protected, discuss context with candidate at interview, record what was discussed, seek additional advice if necessary.		
Identity & right to work – original documents verified on day of interview. Copies of original documentation should be made, signed and dated to verify that the original was seen. Copies then held of staff file if appointed or destroyed after 6 months, if		



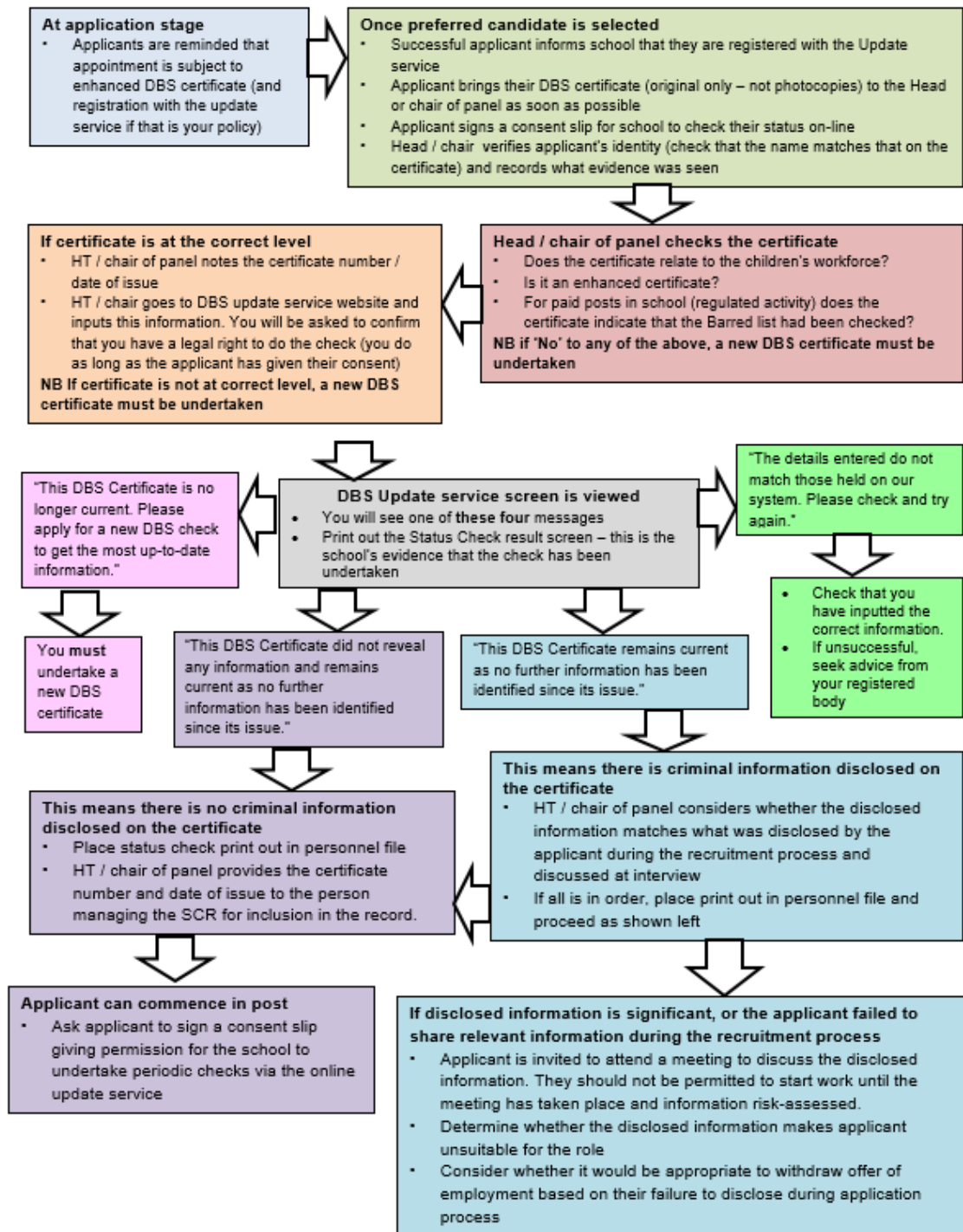
unsuccessful.		
Birth certificate – original is seen wherever possible, in order to identify whether a person has changed their name. If so, evidence of name change to be checked eg) marriage or deed poll certification. Cross reference names on references, educational qualifications and DBS application form.		
Qualifications of successful applicant verified on the day of interview by scrutiny of appropriate original documents; copies of documents taken and placed on file.		
Conditional offer of appointment – offer of appointment is made on conditional satisfactory completion of the following pre-appointment checks		
References - receive and check (if not obtained and scrutinised previously) any issues are clarified with referee and/or candidate. <u>Content confirmed with the referee and electronic references are verified as from a legitimate source.</u>		
Identity & Qualifications (If they could not be verified at interview)		
Evidence of right to work in the UK – refer to https://www.gov.uk/legal-right-work-uk for guidance.		
DBS Certificate – Apply for relevant level of DBS, which will be sent back to the applicant. Applicant should then present the original certificate to the recruiting manager. The recruiting manager should make a note on the Single Central Record of the date it was seen by them. Any disclosed information relevant to suitability should be compared with the self-disclosure. For applicants who are signed up to the DBS update service, permission must be sought from the candidate to view the certificate by the recruiting manager. If it isn't at the appropriate level or the disclosure details have changed, a new DBS must be obtained.		
Barred list check – check the candidate is not barred from taking up the post (this check should only be undertaken for those working in regulated activity, more guidance at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf).		
Qualified Teacher Status (QTS) – the teacher has obtained QTS or is exempt from the requirement to hold QTS (for teaching posts in FE colleges), the teacher has obtained a PGCE or Certificate of Education (Cert. Ed) or FE Teaching Certificate		
Section 128 check (For Headteachers, Executive Headteachers, heads of School, Assistant Headteachers and Governors/Directors only) via the DfE portal.		
Prohibition – (for teaching posts including HLTA's) the teacher has not been included in the prohibition list, interim prohibition list or subject to GTCE sanctions		
Prohibition from management (independent/free schools/academies and maintained school governors) – anyone appointed to a management position is not barred from management by the Secretary of State		
Health – Ensure the candidate is medically fit to take up the post (Pre-employment health declaration form)		
Disqualification from childcare – (for relevant posts only) go to https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006 for more guidance on who is bound by the disqualification rules.		
Employing individuals who have lived or worked outside the UK – These individuals must undergo the same checks as any other candidate, as well as further checks so that relevant events that occurred outside the UK can be considered. Further guidance on overseas		



criminal checks can be found here: https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants		
Insert all relevant information on the School's Single Central Record.		
Appointment	Initials	Date
Induction – include the following: <ul style="list-style-type: none">- Appropriate level of safeguarding and child protection training- Name and how to contact the DSL- Online safety & acceptable use agreement- Whistleblowing- Pupil behaviour policy- Safe working practice / staff code of conduct- Health & Safety in the workplace- Setting emergency evacuation procedures- Any other relevant CPD		

Appendix 2 – Update Service

Process for recruiting individuals already registered with the DBS Update service © Carolyn Eyre





Appendix 3 - Guidance on Online Searches as part of the Recruitment Process (Keeping Children Safe in Education 2022)

Keeping Children Safe in Education (KCSiE) has been updated to include new guidance regarding online searches of shortlisted candidates as part of the recruitment process; this came into effect from 1 September 2022.

Keeping children safe in education (KCSiE) 2022 paragraph 220:

“In addition, 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”

To meet this requirement within the BKCAT, we will complete an online search for all shortlisted candidates regardless of the post. No roles are more or less important when it comes to safeguarding.

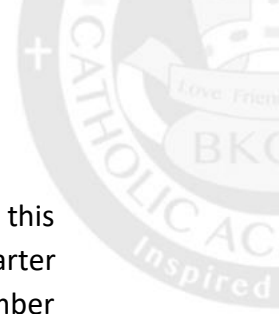
The Safer Recruitment Consortium guidance (national provider of accredited Safer Recruitment training), released in July 2022, states that the requirement to complete an online search is to search for **any incidents or issues that have happened, and are publicly available online**. Therefore, our online searches will rely on internet search engines (such as Google), and we will only review social media content if it is publicly available. For this reason, we will not ask candidates to provide social media handles or usernames.

A search should be carried out on all shortlisted candidates (including internal candidates) and findings recorded using the forms provided by the Trust HR team.

All advertising materials should be updated to highlight that online searches will be carried out so that candidates are aware when they make an application.

The search must be carried out by a member of the Senior Leadership Team/ School Business Manager / Administrator who is not involved in the recruitment process. The ‘Candidate Online Screening Form’ should be completed for all shortlisted candidates and provided to the recruitment panel for consideration. Any queries arising from the online search must be raised at interview and the candidate’s responses documented.

In line with the Safer Recruitment Consortium guidance, there is no requirement to add an additional column to the Single Central Record (in the same way that



pre-employment checks are not added). Schools must accurately record that this has been completed using the Safer Recruitment Checklist and new starter checklists provided by the Trust. These must be held in every new staff member file.

There is no requirement to complete retrospective searches for existing employees.

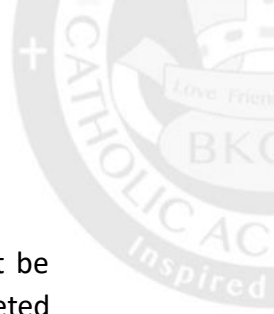
Personal social media accounts must not be used to conduct the online search. The search must be completed by the nominated member of the Senior Leadership Team, School Business Manager / Administrator, via an internet search engine.

If the internet search links you to social media posts; you must only view these if you can do so easily via a public search. You **must not** log in to Facebook, Twitter, Instagram, or any other social media platforms in order to view the content via personal or school accounts. LinkedIn is a professional platform and therefore searching on LinkedIn using a personal professional account is permitted.

Please note the attached following documents for use in your school:

- Online search process and example
- BKCAT Candidate Online Search Form
- Safer Recruitment Checklist

If the online search highlights something that you would like to discuss with the candidate, you must discuss this with a member of the HR Team prior to speaking to the candidate. You must allow sufficient time within your recruitment process to do this.



Appendix 4 - Candidate Online Search Form

In line with Keeping Children Safe in Education 2022 an online search must be completed for all **shortlisted candidates only**. The table below must be completed by a member of SLT / School Business Manager / Administrator who is not involved in the recruitment process and all forms should be submitted to the panel for consideration.

Candidate name:	
School:	
Date of interview:	
Post applied for:	
Name of person completing search:	
Role of person completing search:	
Date completed search:	
Internet search engine used; Please note the searches completed;	Internet findings;
Do any findings raise doubt over the candidate's suitability to work with children?	
<input type="checkbox"/> No concerns <input type="checkbox"/> Concerns to be discussed at interview (Contact Trust HR Team)	
Document concerns to discuss at interview as agreed with HR Team.	

Signed: _____ **Dated** _____

Please ensure a copy of this form is placed on the staff file. Unsuccessful candidate information should be destroyed after 6 months.



Appendix 5

Online search – process and example

You have shortlisted "Joseph Brown" for interview.

You Invite the candidate to interview and send the Rehabilitation of Offenders Act Disclosure Form, asking them to complete and bring to interview in a sealed envelope

You nominate a suitable person to complete the online search who is not part of the recruitment panel

The nominated person uses Google (or whichever search engine you use in school) to search for 'Joseph Brown' (and perhaps Joe Brown)

You might also search the following terms:

- Joseph Brown convicted / Joe Brown convicted
- Joseph Brown crown court / Joe Brown crown court
- Joseph Brown magistrates' court / Joe Brown magistrates court
- Joseph Brown / Joe Brown (hometown, places they have lived or worked from application form)

You could also search for Joseph Brown on LinkedIn and check who they have identified as previous employers against the employment history, as provided on their application form, along with a comparison of the employment dates stated.

If the internet search links you to social media posts; you must **only** view these if you can do so easily via a public search. You **must not** log in to Facebook, Twitter, Instagram, or any other social media platforms in order to view the content. LinkedIn is a professional platform and therefore searching on LinkedIn using a personal professional account is permitted.

The candidate online search form should be completed for each individual candidate and should be provided to the recruitment panel.

For the successful candidate, ensure that the Safeguarding Checklist is updated to show compliance and a copy of the form kept with the candidate notes for the staff file.