



ETC International College

ETC Online Searches Policy for Shortlisted Candidates

August 2024

1. The reason for the online search is to identify any matters that might relate directly to ETC's legal duty to meet the safeguarding duties as set out in KCSIE. There is no other purpose for a search.
2. The fact that an online search will be undertaken for shortlisted candidates is mentioned in ETC's Recruitment Policy. ETC's Safeguarding Policy references Safer Recruitment and KCSIE requirements.
3. Online checks should only be used for *shortlisted candidates* and are not part of the shortlisting process.
4. The searches will be carried out by Safeguarding Officers (Level 3) and, if practicable and feasible, not someone involved in the decision-making process.
5. The search should be limited to Google and LinkedIn (for CV check).
6. ETC will not base its decisions about staff appointments on any information gathered through an online search that does not relate to the applicant's specific duties. The searches will not be open-ended 'fishing' exercises.
7. The fact that a shortlisted candidate has a limited or no online footprint must not be used to form adverse judgements about them.
8. An online search should be undertaken only once and as a 'snapshot' of the applicant. ETC should not seek to monitor candidates' online or social media activities on an ongoing basis.
9. ETC will not ask shortlisted candidates for access to password-protected online materials about them. ETC will not attempt to 'friend' a shortlisted candidate or 'add' them to its social media channels as a way of eliciting information.
10. Details of the search, including the names of sites and platforms viewed, including dates and time they were viewed, should be recorded (and signed) by the Safeguarding Officer (Level 3). The record should be kept with the Staff Interview Record Form.
11. Any information gathered through an online search that gives rise to legitimate areas of concern should be raised with the candidate directly in the interview. It would not be appropriate or fair not to appoint a candidate on the basis of information gathered through an online search that they did not have a reasonable opportunity to contest or explain.