



## Social Media Screening

Following statutory guidance issued by the Government in Keeping Children Safe in Education (KCSIE), and advice from the Independent Schools Inspectorate, it is now considered best practice to conduct a check on the publicly available social media profile for any prospective new hire in schools.

At Cheltenham College social media checks **will be conducted on candidates to whom a conditional offer has been made** and will be carried out by the HR Department. Checks will be carried out using generally available search engines and the candidate's name (or names where appropriate) and relevant key words such as 'teacher' or 'school' or places of study or employment such as 'University of Gloucestershire'.

Where a check does not produce adverse results, then a record of the date the check was completed and the name of the person undertaking the check will be kept. No detailed information or images will be downloaded or stored as part of a candidate's file.

Should a social media search produce results which may prove of potential concern to College, then these will be shared with the Bursar or relevant Head and discussed with the candidate to allow the candidate to explain and provide context before any decision is taken. Decisions in regard to adverse social media profiles will only be taken by the relevant school Head or by the Bursar. The candidate will be informed of the outcome of that decision in writing and the letter to the candidate will form the only record which is retained as part of their personnel file.

Files on unsuccessful candidates are retained for a period of up to 12 months after the final interview date and then destroyed.

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