

# Online Vetting Checks Policy

Online checking is recommended as best practise by KCSIE 2023 and should be used to “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”. Following guidance from the DfE, An Apple A Day Supply have decided to complete online checks via a google search.

It is crucial that An Apple a Day Supply apply all checks consistently and we will do so via use of this policy, team training and audits of checks.

## **When will checks take place?**

Checks will be conducted by a trained member of the team prior to interview to enable any queries to be raised at interview. The candidate will be made aware within the GDPR policy and application that this will be happening.

## **How will checks be completed?**

A member of the team will log into Google Chrome and enter the candidate’s full name and location and search. They will review the first 2 pages on Google search and images. They will also search for them using any previous names provided in the same way. Once completed, this will be recorded on our CRM system.

## **What would be considered a concern/to be taken further?**

Our team will be checking for any inappropriate/illegal images or online footprint. For example, this could be a record of a past serious crime or evidence of extreme views. This will then be reported to one of the Directors who will decide on the next best steps.

**Last updated July 2024**

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