

Social Media Screening for All Staff

Reviewed September 2025

Authorised by: Mary Fysh; Principal, Sarah Tapp; Head and Martin Ayres; Chair of Advisory Body

Objective

This policy outlines the purpose, process, and legal framework for conducting online social media screening on individuals considered for employment. It supports **safer recruitment practices** as outlined in the [Keeping Children Safe in Education 2025 \(KCSIE\)](#) statutory guidance & [EYFS Framework 2025](#), and must be read in conjunction with our Recruitment Policy and Child Protection and Safeguarding Policy.

Background

At The Avenue Pre-Preparatory School and Nursery, we are committed to safeguarding and promoting the welfare of children. As part of our safer recruitment responsibilities, we undertake robust pre-employment checks to assess an applicant's suitability to work with children. This includes evaluating publicly available online content where appropriate.

Social media screening supports our duty to prevent unsuitable individuals from working with children and helps ensure all staff uphold the Teachers' Standards, maintain appropriate personal and professional conduct, and promote public trust in the profession, both offline and online.

Purpose

The purpose of social media screening is to:

- Identify any publicly available content that may indicate safeguarding or reputational risks.
- Ensure individuals uphold behaviours aligned with our school values and safeguarding obligations.
- Strengthen our due diligence in accordance with **KCSIE, ISI expectations**, and wider safeguarding duties.

Social media screening will never be used to unlawfully discriminate or make decisions based on protected characteristics under the **Equality Act 2010**.

Process

- Social media and online presence checks are conducted for all shortlisted candidates, in line with guidance in KCSIE (latest edition), particularly where roles involve **regulated activity with children**.
- These checks are carried out by a professional third-party screening provider, **SP Index** (<https://www.sp-index.com>), a member of the **Professional Background Screening Association (PBSA)**.

- The screening is limited to **publicly available information** and is conducted in line with **UK GDPR** and **Data Protection Act 2018**.
- Reports provided to the school focus solely on relevant risk indicators (e.g. discriminatory language, explicit content, illegal activity, safeguarding concerns). No decisions are made on personal views or lawful private behaviour.
- The Principal or her delegate, in consultation with HR and the Designated Safeguarding Lead (DSL), will review any findings deemed relevant to safeguarding or professional conduct.

Note: Checks will not involve requesting access to private accounts, usernames, or passwords, in line with ethical screening practices.

Confidentiality & Data Protection

- All screening data will be treated as **confidential** and stored securely in accordance with our Data Protection Policy.
- Only those involved in recruitment decisions (e.g. DSL, Principal, HR) will have access to the results.
- Reports will be retained only as long as necessary for recruitment purposes and in line with our Data Retention Schedule.
- Candidates are informed of the nature and scope of the screening and provided with access to the third-party privacy policy: <https://sp-index.com/privacy-policy/>

Compliance

This policy adheres to:

- **Keeping Children Safe in Education (KCSIE)2025**
- **EYFS Framework 2025**
- **Data Protection Act 2018 / UK GDPR**
- **Equality Act 2010**
- **Employment Rights Act 1996**
- Relevant guidance from the **Information Commissioner's Office (ICO)**

Candidate Rights and Consent










All shortlisted candidates will be informed that social media screening is part of the safer recruitment process.

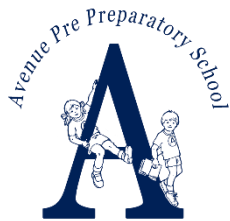
- **Explicit consent** will be obtained before any checks are conducted.
- Candidates will have the opportunity to respond to any concerns raised during the process.
- Consent forms will be retained as part of the recruitment record.

Appendix 1: Data Requirements for Screening

A detailed list of what data may be accessed and processed is available in [SP Index's Privacy Notice](#). For transparency, the school limits its checks to public information relevant to safeguarding and professional standards



-  Applicant full name
-  Nationality
-  Gender
-  Date of birth
-  Personal email
-  Personal mobile number
-  Full address and country of residence
-  Job applied for
-  Industry sector



Appendix 2: Social Screening Consent Form

Social Media Screening

(Staff Recruitment)

Effective from: September 2025

Authorised by: Mary Fysh; Principal, Sarah Tapp; Head and Martin Ayres; Chair of Advisory Body

Staff Consent Form for Social Media Screening

All First, Middle & Surname(s)			
All email addresses			
Date of Birth		Mobile Number	

Please list any online platforms you interact with regularly

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I, the undersigned, hereby grant permission for The Avenue Pre-Preparatory School & Nursery to conduct social media screening through SP Media Index as part of the recruitment process. I understand that my background checks will include an online check including social media and other sites and is carried out in accordance with KCSIE guidance and safer recruitment principles.

I declare that the information I have provided in my application and additional documents is true and complete to the best of my knowledge, and I agree may be used for the purpose of carrying out such checks.

Signed		Date	
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For Office Use:

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