**CONFIDENTIAL**

**For school record only**

**Record of social media check of shortlisted applicants**

|  |  |
| --- | --- |
| **School name:****Date of search:** | **Person carrying out check:****Post title:** |
| **Name of shortlisted applicant:** | **Post applied for:** |
| The school has determined that the following social media checks will be carried out at the shortlisting stage. *(list checks by line below e.g. Google name search, review of the most prominent social media and video networking sites e.g. Facebook, Instagram, LinkedIn, Twitter, Tik Tok and YouTube – school to complete, update for new sources and ensure consistency for all candidates)*Where the person does not appear to have a presence, this should be recorded. |
| **Name of platform/social media site** | Date  | Initials  | Presence foundYes/No |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| (etc. as necessary) |  |  |  |
| **Concerns identified**(Only include and share information that is relevant and of concern with the decision makers – this information may be discoverable through a subject access request.) |