



Social Media Checks for Safer Recruitment Policy

International Montessori School of Albania

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Policy Statement

This policy outlines the school's approach to conducting social media checks as part of its safer recruitment procedures. It aligns with:

- KCSIE 2025 statutory guidance
- BSO Standards for British schools overseas
- ISI Framework for independent schools
- Albanian Data Protection legislation and regulations 2025

The school is committed to safeguarding children and ensuring that all staff and volunteers are suitable to work with children. Social media checks are a proactive measure to identify potential safeguarding risks and uphold the school's values.

Scope

This policy applies to:

- All shortlisted candidates for employment
- Volunteers, contractors and supply staff
- Any adult working regularly with children

Legal and Regulatory Framework

- KCSIE 2025 (Para 226): Schools should consider conducting online searches on shortlisted candidates to identify publicly available safeguarding concerns.
- BSO Standards: Emphasise robust recruitment practices, including digital vetting, to ensure child safety and institutional integrity.
- Albanian Data Protection legislation and regulations 2025

Best Practice Requirements

A. Transparency and Consent

- Inform candidates at the shortlisting stage that social media checks are part of the recruitment process.
- Obtain written consent where required, especially if using third-party screening services.

B. Scope of Checks



- Limit checks to publicly available content on platforms such as LinkedIn, Facebook, Instagram, X (Twitter), TikTok and Threads.
- Avoid accessing private or restricted content without explicit consent.

C. Criteria for Review

Focus on identifying:

- Hate speech, harassment, or discriminatory behavior
- Extremist views or affiliations
- Inappropriate or illegal content
- Misrepresentation of qualifications or employment history

D. Data Protection and Fairness

- Comply with UK/ Albanian, GDPR and Human Rights legislation
- Avoid bias by redacting protected characteristics (e.g., race, religion, sexual orientation)
- Ensure consistency by using structured, job-relevant criteria

E. Documentation

- Record:
 - Platforms checked
 - Nature of flagged content
 - Actions taken (e.g., discussed at interview)
- Store findings securely and in line with data retention policies

Implementation Procedures

Step-by-Step Process

1. **Shortlisting:** Notify candidates of social media checks.
2. **Screening:** Conduct checks using internal staff or professional services.
3. **Review:** Assess findings against safeguarding and job suitability criteria.
4. **Interview:** Address any concerns transparently with the candidate.
5. **Decision:** Document outcomes and rationale.
6. **Record:** Update the Single Central Record (SCR) with confirmation of checks.

Roles and Responsibilities



- **HR Manager:** Oversees implementation and compliance.
- **DSL (Designated Safeguarding Lead):** Reviews flagged content for safeguarding relevance.
- **Recruiting Manager:** Ensures fair and consistent application of policy.
- **Head of School:** Overall responsibility for the application of the policy.
- **Regional Head/ Governance:** Confirming with the Principal that the policy is being robustly implemented.

Monitoring and Review

- This policy will be reviewed annually or in response to updates in statutory guidance.
- Audit trails will be maintained for safeguarding, safer recruitment and accreditation and inspection readiness (e.g., CIS, ISI).

Supporting Documents

- Safer Recruitment Policy
- Data Protection Policy
- Staff Code of Conduct
- Whistleblowing Policy

References

[1] www.gov.uk

[2] socialmediaforschools.co.uk

[3] www.isi.net