

# How to carry out the KCSiE online checks FAQs

02 September 2022

There is (understandably) some confusion about the steps schools and trusts need to take to discharge the new online check duty set out in paragraph 220 of KCSiE.

I can't completely clarify all of it for you, but I can help you find a sensible route through.

These FAQs are a good place to start.

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## Frequently asked questions

Is this new requirement as vague as it seems?	+
Can Browne Jacobson support us with meeting this requirement?	+
Is it a requirement to check all shortlisted staff?	+
Do you recommend we carry out the checks?	+
Do we have to check all shortlisted candidates or can we just check the one we want to appoint?	+
Should we check social media?	+
What are we looking for?	+
In that case, should we ask candidates for their social media handles?	+
I'm not sure we can do this ourselves - can third party providers help us meet this requirement?	+
Can these checks be done manually?	+
If we do them manually, who should carry out the checks?	+
Where should we look and how far back do we need to go?	+
If we do them manually, is there anything else we need to think about?	+

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Would you recommend doing the searches manually or using a tech solution?	+
What do we do if we find something?	+
Should we tell the candidates we are doing this?	+
Should we add a new column to the Single Central Record?	+
Are there data protection concerns?	+

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## Contact

Dai Durbridge  
Partner

dai.durbridge@brownejacobson.com

+44 (0)330 045 2105

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