



Wetheringsett and Befield C of E Primary Schools **Filtering and monitoring policy**

Effective filtering and monitoring needs to:

- Identify and assign roles and responsibilities to manage filtering and monitoring systems
- Block harmful and inappropriate content without unreasonably impacting teaching and learning
- Have effective monitoring strategies in place that meet our safeguarding needs
- Be reviewed at least annually the filtering and monitoring provision

What is filtering and monitoring?

Filtering systems: block access to harmful sites and content.

Monitoring systems: identify when a user accesses or searches for certain types of harmful content on school and college devices (it doesn't stop someone accessing it). The school is then alerted to any concerning content so that staff can intervene and respond.

Within safe online spaces (e.g. a shared document) there is a chance for pupils to come into harm - pupils might use a shared document to bully and make fun of other pupils.

Smoothwall is the filtering and monitoring service provider. Boudicca IT are our IT technician support.

Day to day management sits with the DSL and the IT service providers

For our school's filtering and monitoring systems to be effective, our DSL and IT technicians will work closely together to:

- Procure systems
- Identify risk
- Carry out reviews
- Carry out checks

The DSL is responsible for overseeing and acting on:

- Filtering and monitoring reports
- Safeguarding concerns
- Checks to filtering and monitoring systems

- Checking the system or completing actions following any concerns

Smoothwall will be responsible for the technical things such as:

- Maintaining the filtering and monitoring system
- Providing filtering and monitoring reports

SLT are responsible for

- Buying-in the filtering and monitoring system for our school
- Documenting what is blocked or allowed, and why
- Reviewing the effectiveness of provision, making sure that incidents are urgently picked up, acted on and outcomes are recorded
- Overseeing reports
- Making sure staff:
 - Understand their role
 - Are trained appropriately
 - Follow policies, processes and procedures
 - Act on reports and concerns

Senior leaders need to work closely with governors, the DSL and our IT technicians.

All staff should be clear on:

- The expectations, applicable roles and responsibilities in relation to filtering and monitoring as part of their safeguarding training. For example, part of their role may be to monitor what's on pupils' screens
- How to report safeguarding and technical concerns, such as if:
 - They witness or suspect unsuitable material has been accessed
 - They are able to access unsuitable material
 - They are teaching topics that could create unusual activity on the filtering logs
 - There is a failure in the software or an abuse of the system
 - There are perceived unreasonable restrictions that affect teaching and learning or administrative tasks
 - They notice abbreviations or misspellings that allow access to restricted material

Governing Body

Has overall strategic responsibility for filtering and monitoring.

The Governors will check the school is meeting the standards and will receive a termly report.

Monitoring Strategy

Our monitoring strategy will pick up incidents urgently (through alerts or observations), so that we can take prompt action and record the outcome.

There are different types of monitoring in school

- Staff physically monitoring by watching users' screens
- Live supervision by staff on a console with device management software
- Network monitoring using log files of internet traffic and web access
 - Bear in mind that the evidence left in network logs can be limited and difficult to understand - even for IT professionals
- Individual device monitoring through software or third-party services

The DSL will take lead responsibility for any safeguarding and child protection matters picked up through monitoring.

The monitoring of devices are managed by Smoothwall and our IT providers - they:

- Make sure monitoring systems are working as expected
- Provide reports on pupil device activity
- Receive safeguarding training, including online safety
- Record and report safeguarding concerns to the DSL
- Make sure the DSL receive data in a format they can understand
- Make sure users are identifiable, so the school can trace concerns to an individual, including guest accounts

Since monitoring can't stop unsafe activity, the staff should:

- Provide effective supervision
- Take steps to maintain awareness of how devices are being used by pupils
- Report any safeguarding concerns to the DSL

Review the filtering and monitoring provision

The school will review our filtering and monitoring provision **annually**, or where:

- we identify a safeguarding risk
- There's a change in our working practice (e.g. we allow remote access or staff to bring their own device)
- We introduce new technology

This is so we know it's effective against the changing needs and potential risks to our school.

Review

The members of the review team will be:

- Senior leadership team (SLT)
- Designated safeguarding lead (DSL)
- IT technicians
- Responsible governor

Physical Checks will be carried out termly on the filtering and monitoring systems to make sure they're properly configured and that they haven't been changed or deactivated.

The checks will include:

- School-owned devices and services, including those used off site
- Geographical areas across the site
- User groups, e.g. teachers, pupils and guests

The review committee will also make sure that:

- All staff know how to report and record concerns
- The filtering and monitoring systems work on new devices and services before they're released to staff and pupils
- A review of the of list blocked sites so the school can modify them in line with changes to safeguarding risks