



## Filtering and monitoring standards for East Hoathly





### Meeting digital technology standards in schools

<u>Task/responsibility</u>	<u>Notes</u>
<b><i>You should identify and assign roles and responsibilities to manage your filtering and monitoring systems</i></b>	
<b>Responsibility:</b> SLT <b>Task:</b> Identify and assign a member of the SLT to be responsible for ensuring that the standards are met	SLT and Computing lead to ensure standards are met through monitoring. Governors to monitor through safeguarding monitoring visits.
<b>Responsibility:</b> Gov <b>Task:</b> Identify and assign a governor to be responsible for ensuring that the standards are met	Safeguarding Governor monitor at safeguarding monitoring visits.
<b>Responsibility:</b> SLT <b>Task:</b> Identify and assign the roles and responsibilities of staff and third parties (incl. external service providers)	SLT/ Computing lead/IT technician ensure training provided for all staff Whole staff safeguarding training – KCSIE updates shared. External providers including online are monitored by SLT/ Computing lead/IT technician Governors to monitor through safeguarding monitoring visits.
<b>Responsibility:</b> SLT <b>Task:</b> Is it possible to make “prompt” changes to provision?	Through monitoring systems prompt changes take place Governors to monitor through safeguarding monitoring visits.
<b>Responsibility:</b> SLT with support from DSL and ITSP <b>Task:</b> Procuring filtering and monitoring systems	Use of smoothwall in place - All staff monitor devices used by children. Record on sheet if blocked site. DSL can cross reference if notified.
<b>Responsibility:</b> SLT <b>Task:</b> Document decisions about what is blocked or allowed and why	
<b>Responsibility:</b> SLT <b>Task:</b> Review the effectiveness of your provision (and provide evidence)	Records kept of any breaches reported. All staff monitor devices used by children. Record on sheet if blocked site. DSL/DDSL can cross reference if notified. These come through daily - 3 reports so far for term 1.
<b>Responsibility:</b> SLT	DSL and DDSL oversee reports.

<b>Task:</b> Oversee reports	
<b>Responsibility:</b> SLT <b>Task:</b> All staff have received appropriate and up to date training and understand their role	Whole school Safeguarding training 4.9.23. Acceptable use of ICT agreement signed by staff and volunteers annually Online, mobile phone policies all read (sept 2023) - part of induction
<b>Responsibility:</b> SLT <b>Task:</b> All staff follow policies and procedures and processes around online safety and filtering and monitoring	This is in place and DSL reinforces these messages and monitors around school.
<b>Responsibility:</b> SLT <b>Task:</b> All staff act on reports and concerns	All staff have training and aware who to talk to regarding any concerns.
<b>Responsibility:</b> DSL <b>Task:</b> Oversee and act on filtering and monitoring reports	DSL/DDSL - monitor daily emails and updates check newsletters from ESCC for updates
<b>Responsibility:</b> DSL <b>Task:</b> Oversee and act on safeguarding concerns	All staff have MyConcern logins Monitored and added to MyConcern
<b>Responsibility:</b> DSL <b>Task:</b> Oversee and act on checks to monitoring systems	DSL – monitors daily email updates
<b>Responsibility:</b> ITSP <b>Task:</b> Maintain filtering and monitoring systems	Filtering and monitoring systems are maintained by ESCC as a paid-for service
<b>Responsibility:</b> ITSP <b>Task:</b> Provide filtering and monitoring reports	These are automatically emailed daily to the DSL
<b>Responsibility:</b> ITSP <b>Task:</b> Complete actions following concerns or checks to systems	Investigations to determine further details are carried out at the request of SLT

<b><u>Task/responsibility</u></b>	<b><u>Notes</u></b>
<b><i>You should review your filtering and monitoring provision at least annually</i></b>	
<b>Responsibility:</b> Joint  <b>Task:</b> Carry out reviews of the filtering and monitoring provision at least annually	Review to be carried out January 2024
<b>Responsibility:</b> Joint  <b>Task:</b> Carry out checks which are informed by the	Checks to be carried out following the review in January 2024

review to ensure systems are working	
<b>Responsibility:</b> Joint	DSL and SENCO jointly review
<b>Task:</b> Understand the risk profile of pupils – incl. those in vulnerable groups, age, SEND, EAL	Vulnerable list created in Sept 2023 – reviewed as and when needed.
<b>Responsibility:</b> Joint	See SWGFL test 19.10.23
<b>Task:</b> What does the filtering system block/allow and why?	
<b>Responsibility:</b> Joint	Ensure that this is relevant to your school or setting
<b>Task:</b> Are there any outside safeguarding influences that should be considered (e.g. county lines)	
<b>Responsibility:</b> Joint	Safeguarding Audit
<b>Task:</b> Are there any relevant safeguarding reports that could/should impact on filtering and monitoring?	
<b>Responsibility:</b> Joint	Computing lead to carry out pupil voice
<b>Task:</b> How digitally resilient are pupils?	
<b>Responsibility:</b> Joint	
<b>Task:</b> What does the RHSE and PSHE curriculum cover and how might this impact on filtering?	
<b>Responsibility:</b> Joint	No own devices are allowed to be used on site. See mobile phone policy
<b>Task:</b> How are devices used within school? (e.g. BYOD)	
<b>Responsibility:</b> Joint	Online safety Data protection Child protection and safeguarding policy and procedure Acceptable use of ICT
<b>Responsibility:</b> Joint	Smoothwall – notifications daily
<b>Task:</b> What checks are in place – how are resulting actions handled?	Smoothwall Sheet by all devices to inform of blocked sites Devices never to be used without adult supervision
<i>Checks should be undertaken from a safeguarding <b>and</b> an IT perspective</i>	
<b>Responsibility:</b> Joint	Smoothwall – notifications daily
<b>Task:</b> How often are checks carried out, what is checked?	Each term to carry out checks – Governors to check annually
<i>Filtering should be tested – log what is done and the</i>	

<p><i>results that are obtained – make changes as a result.</i></p> <p><i>Different devices should be used when carrying out checks in order to get a good overview of what is or is not accessible.</i></p>	
<p><b>Responsibility:</b> Joint</p> <p><b>Task:</b> How does monitoring work?</p> <p><i>How often are reports received – are these in real time – what thresholds are in place – are these fit for purpose?</i></p>	<p>Smoothwall – notifications daily</p> <p>Smoothwall Sheet by all devices to inform of blocked sites</p>
<p><b>Responsibility:</b> Joint</p> <p><b>Task:</b> Does filtering and monitoring work on new devices? Is this checked before they are given to staff/pupils?</p>	<p>Yes – by IT technician</p>
<p><b>Responsibility:</b> Joint</p> <p><b>Task:</b> Review blocklists and modify in line with any changes to safeguarding risks</p>	<p>Reviewed and modified by SLT/DSL/IT technician/Computing lead</p>
<p><b>Responsibility:</b> Joint</p> <p><b>Task:</b> Check your system using the SWGfL testing tool to see that it is blocking access to illegal child sexual abuse material, unlawful terrorist content, adult content</p>	<p>Check – 19.10.23</p> <p> SWGfL test 19.10.23.pdf</p> <p>Updated check 26.2.24</p> <p> SWGfL Test Filtering - 26.2.24.html</p>

<u>Task/responsibility</u>	<u>Notes</u>
<b><i>Your filtering system should block harmful and inappropriate content, without unreasonably impacting teaching and learning</i></b>	
<p><b>Responsibility:</b> DSL and ITSP</p> <p><b>Task:</b> Is your filtering provider a member of the IWF?</p>	<p>Yes</p>
<p><b>Responsibility:</b> DSL and ITSP</p> <p><b>Task:</b> Does your filtering provider use the IWF list?</p>	<p>Yes</p>
<p><b>Responsibility:</b> DSL and ITSP</p> <p><b>Task:</b> Does your filtering provider use the CTIRU list?</p>	<p>Yes</p>
<p><b>Responsibility:</b> DSL and ITSP</p>	<p>Yes</p>

<b>Task:</b> Are you blocking access to adult content?	
<b>Responsibility:</b> DSL and ITSP <b>Task:</b> Is filtering applied to all accounts including guest accounts? (Staff, pupils)	Although there are different levels of filtering for staff & pupils (e.g. staff can access YouTube whereas pupils cannot), there is no way for the filter to be bypassed.
<b>Responsibility:</b> DSL and ITSP <b>Task:</b> Is filtering applied to all school owned devices?	Filtering is not applied to any devices - it's the connection that's filtered so all Internet access via the schools broadband will be filtered irrespective the device.
<b>Responsibility:</b> DSL and ITSP <b>Task:</b> Is filtering applied to any device which connects to the school broadband connection?	As above, all devices that connect via the school's broadband will have filtering applied.
<b>Responsibility:</b> DSL and ITSP <b>Task:</b> Do you filter all internet feeds including any backup connection?	There is only one Internet feed to be filtered.
<b>Responsibility:</b> DSL and ITSP <b>Task:</b> Is filtering differentiated by age and ability of pupils?	No, it's the same for all pupils. The setting is referred to as KS1+KS2 to differentiate it from staff access.
<b>Responsibility:</b> DSL and ITSP <b>Task:</b> Can filtering handle multilingual content, images, misspellings, abbreviations?	Yes, the filtering is comprehensive and can even filter a Google image search, which is technically challenging as it's encrypted from a monitoring point of view.
<b>Responsibility:</b> DSL and ITSP <b>Task:</b> Can filtering identify VPNs and proxy services and then block them?	These types of services are blocked by default.
<b>Responsibility:</b> DSL and ITSP <b>Task:</b> Can filtering system provide alerts when access to content has been blocked?	Yes the daily smoothwall report shows attempted access to blocked content.
<b>Responsibility:</b> DSL and ITSP <b>Task:</b> Does filtering work on mobile devices? <i>Is there evidence, have you checked?</i>	Yes as the filtering is done on the feed rather than the device.
<b>Responsibility:</b> DSL and ITSP <b>Task:</b> Does filtering work on app content? <i>Is there evidence, have you checked?</i>	Only school-approved apps can be installed on school devices and these are generally specific curriculum platforms e.g. Purple Mash.
<b>Responsibility:</b> DSL and ITSP <b>Task:</b> Will the filtering system identify the IP address,	Yes, although the individual user can only be identified on school-owned Windows computers.

device name and ID and where possible the individual who has attempted to access unsuitable or illegal content?	
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<b><i>Your filtering system should block harmful and inappropriate content, without unreasonably impacting teaching and learning</i></b>	
<b>Responsibility:</b> ITSP <b>Task:</b> Are monitoring systems working as expected?	Yes the daily smoothwall report provides evidence that they are
<b>Responsibility:</b> ITSP <b>Task:</b> Are reports on pupil device activity available?	Yes - more detailed smoothwall logs are available from ESCC
<b>Responsibility:</b> ITSP <b>Task:</b> Are IT staff given safeguarding training including online safety training?	
<b>Responsibility:</b> ITSP <b>Task:</b> Are IT staff reporting any issues (safeguarding concerns to the DSL)?	
<b>Responsibility:</b> All staff <b>Task:</b> Are the wider staff body reporting safeguarding concerns to the DSL	Yes My concern in place and being actively used.
<b>Responsibility:</b> All staff <b>Task:</b> Are the wider staff body providing effective supervision of pupils?	Ensure all staff are aware of filtering and monitoring responsibilities. Any devices should be used under constant provision of staff and in sight. - reminder about Library.
<b>Responsibility:</b> All staff <b>Task:</b> Are the wider staff body taking steps to maintain awareness of how devices are being used by pupils?	All staff to ensure they are having open conversations with pupils about online safety and the latest trends and fads. Maintain monitoring and report any concerns. Ensure pupils are using appropriately.

**Key:**

- Gov Governor with designated responsibility for online safety/safeguarding
- DSL Designated safeguarding lead
- SLT Member of the senior leadership/senior management team
- ITSP IT service provider (this may be a staff technician or an external service provider)

JOINT This group should comprise the responsible governor, a member of SLT, the DSL and the IT service provider.

All staff All members of staff who are working with pupils in any capacity.