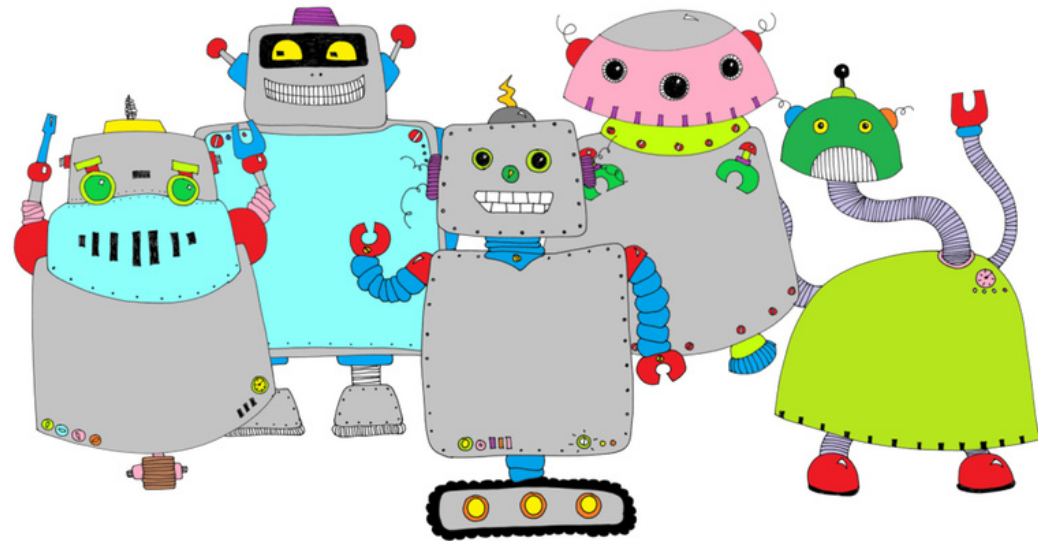


Monitoring and Filtering

at Walter Infant School & Nursery



What is monitoring and filtering?

Filtering and Monitoring is part of Safeguarding and Online Safety. It is a key part Keeping Children Safe in Education. This document outlines what everyone working at Walter needs to know.



Filtering Systems

Filtering systems block access to harmful sites and content.

Think of it like the fence around the playground, stopping pupils and the adults from getting to something that could cause harm or serious offence.



Monitoring Systems

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). Our school is then alerted to any concerning content so we can intervene and respond.

Think of monitoring like the adults on the playground during break and lunch, monitoring what's going on around them.

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

Who is responsible?



School Leaders and Governors

School Leaders, the Head Teacher and Governors have ultimate responsibility for ensuring our IT systems are safe, secure, robust and fit for purpose. We use an IT support company to help us with this task.



Online Safety Lead Justin Lee

Justin Lee is part of the Safeguarding Team at Walter. He is also the Online Safety Lead. With specialist training and knowledge of Online Safety. He monitors the reports and flags any issues that might arise to the Head Teacher.



Everyone has Responsibility

Just like any other area of safeguarding, everyone has a responsibility and a role to play in monitoring and filtering. This includes ensuring our IT systems are kept secure and robust.

Management of Monitoring & Filtering Systems



The DSL (Judy Hargreaves), supported by the Online Safety Lead (Justin Lee) are responsible for overseeing and acting on:

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



Our IT Support (Waterman's Solutions) and Internet Service Provider are responsible for:

- Maintaining the filtering and monitoring system
- Providing filtering and monitoring reports
- Checking the system or completing actions following any concerns



SLT/SMT are responsible for:

- Buying-in the filtering and monitoring system your school uses
- Documenting what is blocked or allowed, and why
- Reviewing the effectiveness of your 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

Management of Monitoring & Filtering Systems

All staff must be aware of their role to play:

- Your expectations, in relation to filtering and monitoring as part of your understanding of safeguarding and training. For example this could include, monitoring what's on the pupils' screens during a lesson in the computer room.
- How to report safeguarding and technical concerns, such as if:
 - You witness or suspect unsuitable material has been accessed – report to member of SLT/Head Teacher.
 - You are able to access or come across unsuitable material – report to member of SLT/Head Teacher.
 - You are teaching topics that could create unusual activity on the filtering logs – led by year group leads and record on subject planning.
 - There is a failure in the software or an abuse of the system – report to Waterman's Solutions through Lynnette and Head Teacher/SLT.
 - There are perceived unreasonable restrictions that affect teaching and learning or administrative tasks – report to member of SLT.
 - They notice abbreviations or misspellings that allow access to restricted material – report to member of SLT.
- As with all safeguarding, any and all concerns with IT and our online systems should be reported to the DSL or Safeguarding Team. Just because it involves IT and technology does not mean it is less serious.



How is our online usage monitored?

Our IT systems and online usage is monitored by our internet service provider and our IT support (Waterman's Solutions).

A daily report is sent to the Online Safety Lead (Justin Lee) and the Head Teacher (Judy Hargreaves). The report is monitored and reviewed by the Online Safety Lead.

Anything in the report that is considered a breach or misuse of our IT systems or internet service is reviewed and decided if it needs acting upon. For example, this could be a whole school message, such as reminding people of acceptable usage of our IT systems. In a different example, if the breach was considered more serious, could lead to the reporting and investigation of an individual if there has been a gross misuse of our IT systems. Such as, accessing illegal or inappropriate content using the school's IT systems. Such incidents are shared with the Head Teacher and action is decided based on school policy, code of conducts and guidance.



Everyone's Duty

The IT systems at Walter Infant School and Nursery are primarily for work usage. However, it is not restricted to this and staff can use the IT systems for personal use, such as internet browsing using a work device.

This should be done with caution and no illegal or inappropriate websites should be accessed. Our filtering systems should prevent any such material being accessed; however, like all IT systems, it is not 100% secure. You are reminded that everyone has a duty of care and responsibility and should report any such incidents that they have witnessed or accidentally committed; following school policy, code of conducts or procedures.

Any accidental breach or failure of our IT systems should be reported immediately to the Head Teacher or, in her absence, another member of the SLT/SMT. They will recommend actions to be taken, if any.

Personal devices from home, including mobile phones, should never be connected to the school's IT systems or network. This is to primarily protect our infrastructure but also offers other reassurances to the individual and Walter Infant School and Nursery.

Scenarios

Look at the following potential scenarios, what would you do in each situation?
Who would you report it to or seek advice and support from?
You might want to discuss in year groups, in teams or with other colleagues.

a) You witness or suspect unsuitable material has been accessed.

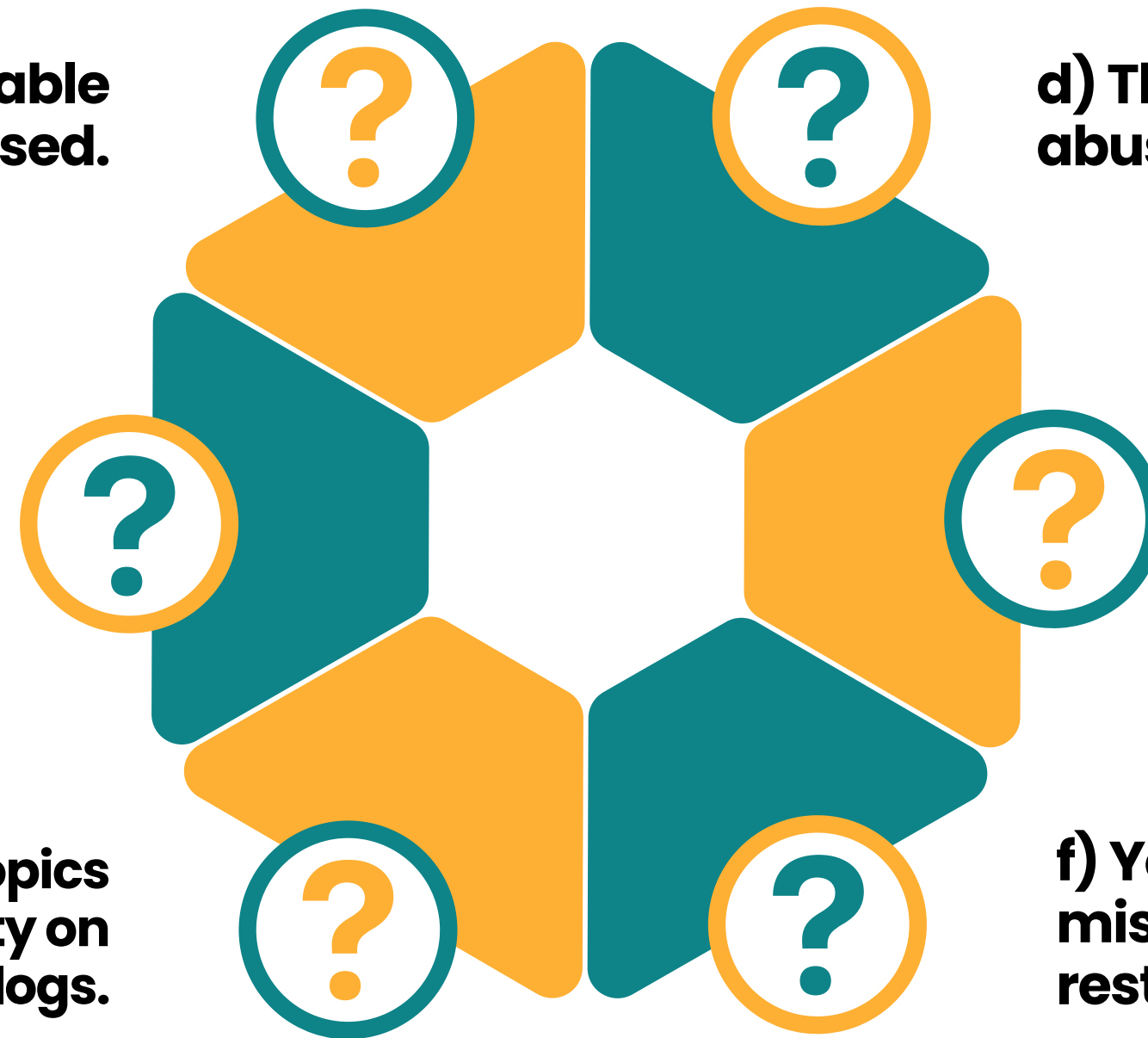
b) You are able to access unsuitable material.

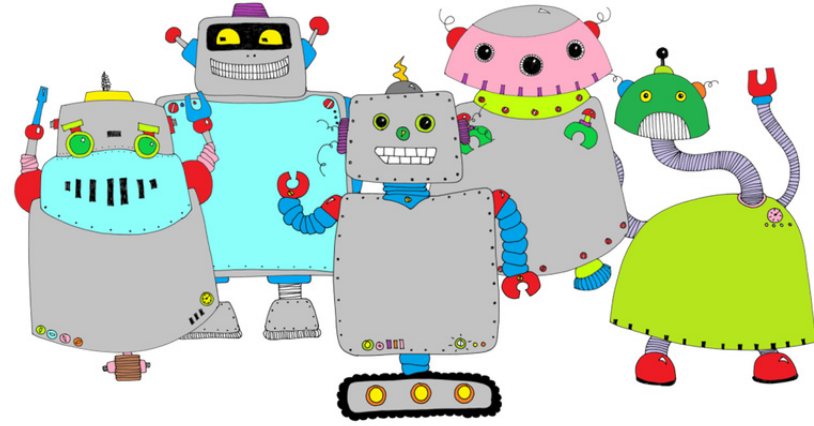
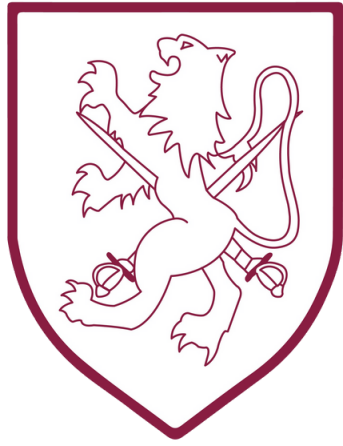
c) You are planning on teaching topics that could create unusual activity on the filtering logs.

d) There is failure in the software or abuse of the system.

e) There are perceived unreasonable restrictions that affect teaching and learning or administrative tasks.

f) You notice abbreviations or misspellings that allow access to restricted material.





Any questions?

- Speak to or contact the Online Safety Lead (Justin Lee), Head Teacher (Judy Hargreaves), any other member of the Safeguarding Team or SLT/SMT.
- Please refer to Keeping Children Safe in Education for more information.
- The Key and The National College have more information on Monitoring and Filtering, as well as other issues.
- Refer to documentation on the DfE's website.
- Refer to relevant WBC and school policies, guidance and code of conducts.

