



Filtering and Monitoring Policy

| | | |
|----------------------------|---------------------|----------------------------|
| Approved by: | Full Governing Body | Date: December 2023 |
| Last reviewed on: | December 2023 | |
| Next review due by: | December 2024 | |

Contents

| | |
|---|---|
| 1. Policy Statement..... | 3 |
| 2. Responsibility and Roles | 3 |
| 3. Technical Requirements..... | 3 |
| 4. Collaboration and Support | 4 |
| 5. Regular Updates..... | 4 |
| 6. Reporting Concerns | 4 |
| 7. Adoption and Communication: | 4 |
| 8. Department for Education (DFE) Standards:..... | 4 |

1. Policy Statement

At Willow Bank School, we are committed to providing a safe and secure online learning environment for our pupils and staff. This Filtering and Monitoring Policy outlines our approach to safeguarding against harmful and inappropriate online content and the roles and responsibilities of individuals involved in maintaining and overseeing our filtering and monitoring systems.

2. Responsibility and Roles

Governing Body:

- a) The Governing Body has overall strategic responsibility for filtering and monitoring.
- b) The Headteacher, and the Chair of Governors are designated to oversee and ensure compliance with filtering and monitoring standards.

Senior Leadership Team (SLT):

- a) The Headteacher is responsible for procuring filtering and monitoring systems.
- b) The Deputy Headteacher is responsible for documenting decisions on what content is blocked or allowed and why.
- c) The Designated Safeguarding Lead is responsible for taking the lead role in safeguarding and online safety, including overseeing and acting on filtering and monitoring reports, safeguarding concerns, and checks to filtering and monitoring systems.
- d) The School Business Manager is responsible for the financial aspects of procurement and budgeting for technology.

IT Service Provider:

- a) Our IT service is provided by St Helens Council, who is responsible for maintaining filtering and monitoring systems.
- b) They provide filtering and monitoring reports and take actions following concerns or checks to systems.
- c) They work collaboratively with the SLT, DSL, and other relevant staff to procure systems, identify risks, carry out reviews, and carry out checks.

3. Technical Requirements

Procurement:

- a) The SLT, in collaboration with the IT Service Provider, shall procure filtering and monitoring systems that meet the school's safeguarding needs.
- b) The School Business Manager will oversee budgeting for technology procurement and maintenance.

Documentation:

- a) Decisions on what content is blocked or allowed and why shall be thoroughly documented by the Deputy Headteacher.

Review and Oversight:

- a) The SLT shall regularly review the effectiveness of the filtering and monitoring provision.
- b) Filtering and monitoring reports shall be overseen and acted upon promptly by the Designated Safeguarding Lead.

Training and Compliance:

- a) All staff shall receive appropriate training on filtering and monitoring systems.
- b) Staff must follow policies, processes, and procedures related to filtering and monitoring.
- c) They should also act on reports and concerns related to online safety.

4. Collaboration and Support

The Designated Safeguarding Lead and the IT Service Provider shall work closely together to ensure the needs of the school are met.

Specific system-related training and support can be sought from filtering and monitoring providers as necessary.

5. Regular Updates

This Filtering and Monitoring Policy shall be reviewed and updated annually to ensure its continued relevance and effectiveness.

6. Reporting Concerns

Any concerns or questions related to filtering and monitoring should be directed to the Designated Safeguarding Lead, who will address them promptly.

7. Adoption and Communication:

This policy is adopted by Willow Bank School and will be communicated to all staff, pupils, and parents/guardians to ensure they are aware of our commitment to online safety and the roles and responsibilities outlined in this policy.

8. Department for Education (DFE) Standards:

This section of the policy references the Department for Education's (DFE) latest filtering and monitoring standards and outlines Willow Bank School's commitment to meeting these standards to ensure a safe online learning environment. Additionally, we strive to adhere to the DFE's Cybersecurity Standards for Schools and Colleges as detailed in the documents below:

- i. Department for Education (DFE) (2023b) Filtering and Monitoring Standards for Schools and Colleges: <https://www.gov.uk/guidance/meeting-digital-and-technology-standards-in-schools-andcolleges/filtering-and-monitoring-standards-for-schools-and-colleges>
- ii. Department for Education (DFE) (2023c) Cybersecurity Standards for Schools and Colleges: <https://www.gov.uk/guidance/meeting-digital-and-technology-standards-in-schools-andcolleges/cyber-security-standards-for-schools-and-colleges>

Willow Bank School is dedicated to upholding these standards and will actively work to ensure their implementation in our online safety practices.