



## Filtering and Monitoring Checklist Register

In line with the [DfE filtering and monitoring standards in schools and colleges](#), this checklist template has been developed as a basis to support schools and colleges in meeting the required standards. Whilst not intended to be exhaustive, this resource can serve as a summary record of checks highlighted within the standards.

|               |               |                                               |
|---------------|---------------|-----------------------------------------------|
| Last updated: | Date: 17.9.24 | Name/Position:<br>Katie Bennett / Lee Pearson |
|---------------|---------------|-----------------------------------------------|

### Roles and Responsibilities

| Role                          | Responsibility                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Name / Position                                                                                                                                                                                     |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Responsible Governor          | Strategic responsibility for filtering and monitoring and need assurance that the standards are being met.                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Carol Robertson                                                                                                                                                                                     |
| Senior Leadership Team Member | <p>Responsible for ensuring these standards are met and:</p> <ul style="list-style-type: none"> <li>• procuring filtering and monitoring systems</li> <li>• documenting decisions on what is blocked or allowed and why</li> <li>• reviewing the effectiveness of your provision</li> <li>• overseeing reports</li> </ul> <p>Ensure that all staff:</p> <ul style="list-style-type: none"> <li>• understand their role</li> <li>• are appropriately trained</li> <li>• follow policies, processes and procedures</li> <li>• act on reports and concerns</li> </ul> | <p>Tom Gawne Headteacher<br/>Katie Bennett DSL<br/>Jill Stroud DDSL<br/>Catherine Eccleston DSL</p> <p>Maxine Morris – Head of Schools ICT<br/>Chris Smith – Schools ICT Infrastructure Manager</p> |
| Designated Safeguarding Lead  | <p>Lead responsibility for safeguarding and online safety, which could include overseeing and acting on:</p> <ul style="list-style-type: none"> <li>• filtering and monitoring reports</li> <li>• safeguarding concerns</li> <li>• checks to filtering and monitoring systems</li> </ul>                                                                                                                                                                                                                                                                           | <p>Tom Gawne Headteacher<br/>Katie Bennett DSL<br/>Jill Stroud DDSL<br/>Catherine Eccleston DSL</p>                                                                                                 |
| IT Service Provider           | <p>Technical responsibility for:</p> <ul style="list-style-type: none"> <li>• maintaining filtering and monitoring systems</li> <li>• providing filtering and monitoring reports</li> <li>• completing actions following concerns or checks to systems</li> </ul>                                                                                                                                                                                                                                                                                                  | <p>Chris Smith – Schools ICT Infrastructure Manager<br/>Lee Pearson – Schools ICT Primary Team Manager</p>                                                                                          |

## Reviewing your filtering and monitoring provision

| Filtering System              |                            |
|-------------------------------|----------------------------|
| Filtering Provider and System | Smoothwall Filtering       |
| Date Procured                 | May 2012                   |
| Date last reviewed            | 1 <sup>st</sup> April 2023 |

| Monitoring System              |                            |
|--------------------------------|----------------------------|
| Monitoring Provider and System | Smoothwall Monitor         |
| Date Procured                  | May 2012                   |
| Date last reviewed             | 1 <sup>st</sup> April 2023 |

|                                                                                                                                                                                         |                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Review Team<br>[should be conducted by members of the senior leadership team, the Designated Safeguarding Lead (DSL), and the IT service provider and involve the responsible governor] | Chris Smith – Schools ICT Infrastructure Manager<br>Lee Pearson – Schools ICT Primary Team Manager |
| Review Date                                                                                                                                                                             | September 2025                                                                                     |
| Previous Review Date                                                                                                                                                                    | September 2024                                                                                     |
| Link to last review                                                                                                                                                                     |                                                                                                    |

| Review Checklist                                                                                                                                                             |                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| the risk profile of your pupils, including their age range, pupils with special educational needs and disability (SEND), pupils with English as an additional language (EAL) | N                |
| what your filtering system currently blocks or allows and why                                                                                                                | Y                |
| any outside safeguarding influences, such as county lines                                                                                                                    | Y                |
| any relevant safeguarding reports                                                                                                                                            | Y                |
| the digital resilience of your pupils                                                                                                                                        | Work in progress |
| teaching requirements, for example, your RHSE and PSHE curriculum                                                                                                            | Y                |
| the specific use of your chosen technologies, including Bring Your Own Device (BYOD)                                                                                         | Y                |
| what related safeguarding or technology policies you have in place                                                                                                           | Y                |
| what checks are currently taking place and how resulting actions are handled                                                                                                 | Y                |

|                                                                                                    |   |
|----------------------------------------------------------------------------------------------------|---|
| all staff know how to report and record concerns                                                   | Y |
| filtering and monitoring systems work on new devices and services before release to staff / pupils | Y |
| blocklists are reviewed and they can be modified in line with changes to safeguarding risks        | Y |

| Recommendations / Mitigating Actions |
|--------------------------------------|
|                                      |

Use of iPads and other tablet devices will not identify an actual user of the device as there isn't a login to the device. The report will contain the IP Address of the device which IT can correspond to device. Schools need to have processes in place for recording which device was used by which user for these to be cross-referenced against reports. At Sherdley all devices have been numbered and offset against class registers. This reduces the number of children who may be using the device. A timetable ensures this can be further reduced to 2 possible children.

## Data Protection Impact Assessment

Schools and colleges that have a technical monitoring system will need to conduct their own Data Protection Impact Assessment (DPIA) and review the privacy notices of third-party providers

|                |  |
|----------------|--|
| Link to DPIA   |  |
| Conducted by   |  |
| Date conducted |  |

## Regular Reports

|                     |                                                                                    |
|---------------------|------------------------------------------------------------------------------------|
| Type of Report      | Filtering / Monitoring                                                             |
| Producer of report  | Chris Smith – Schools ICT Infrastructure Manager                                   |
| Recipient of report | Headteacher                                                                        |
| Frequency of report | Weekly, immediate notifications of incidents regarding adult content and self-harm |

|                                                                                                                           |  |
|---------------------------------------------------------------------------------------------------------------------------|--|
| Monitoring data is received in a format that your staff can understand                                                    |  |
| Users are identifiable to the school / college, so concerns can be traced back to an individual, including guest accounts |  |

## System Checks

| Filtering System    |                |                                                |                 |         |
|---------------------|----------------|------------------------------------------------|-----------------|---------|
| Date checked        |                | 31/08/2023                                     |                 |         |
| Checks conducted by |                | Lee Pearson - Schools ICT Primary Team Manager |                 |         |
| Device              | Location       | Logged in as                                   | Check Conducted | Result  |
| SPC-PUP-LIB-D08     | School Library | Spc-pupil-test                                 | 888.com         | Blocked |
|                     |                |                                                |                 |         |

|                                                                                   |   |
|-----------------------------------------------------------------------------------|---|
| Confirm your filtering provider is:                                               |   |
| • a member of Internet Watch Foundation (IWF)                                     | Y |
| • signed up to Counter Terrorism Internet Referral Unit list (CTIRU)              | Y |
| • blocking access to illegal content including Child Sexual Abuse Material (CSAM) | Y |

| Monitoring System   |          |                           |                 |        |
|---------------------|----------|---------------------------|-----------------|--------|
| Date checked        |          | As above filtering system |                 |        |
| Checks conducted by |          |                           |                 |        |
| Device              | Location | Logged in as              | Check Conducted | Result |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|  |  |  |  |  |