**A logo with a tree and text

Description automatically generatedGarswood Filtering and Monitoring Checklist:**

**In line with the KCSIE 2023 -** [**DfE filtering and monitoring standards in schools and colleges**](https://www.gov.uk/guidance/meeting-digital-and-technology-standards-in-schools-and-colleges/filtering-and-monitoring-standards-for-schools-and-colleges)**, this checklist has been developed to ensure Garswood meets the required standards. Working alongside our Filtering and Monitoring Policy, this checklist provides a summary record of checks highlighted within the standards.**

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| **Last updated:** | **Date:** | **September 2023** | **Name/Position:** | **Les Moon**  **Computing Lead** |

# **Roles and Responsibilities:**

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| **Role** | **Responsibility** | **Name / Position** |
| **Responsible Governor** | **Strategic responsibility for filtering and monitoring and need assurance that the standards are being met.** | **Ian Green - Computing governor**  **Jill Braithwaite – SEN governor** |
| **Senior Leadership Team Member** | **Responsible for ensuring standards are met:**   * **procuring filtering and monitoring systems** * **documenting decisions on what is blocked or allowed and why** * **reviewing the effectiveness of provision** * **overseeing reports**   **Ensure that all staff:**   * **understand their role** * **are appropriately trained** * **follow policies, processes and procedures** * **act on reports and concerns** | **Pam Potter – Head teacher & DSL**  **Les Moon –Computing lead & SLT**  **Andrew Yearsley – Deputy head**  **Lucy Myatt – SENCO & SLT**  **Sue Bagshaw - SLT** |
| **Designated Safeguarding Lead** | **Lead responsibility for safeguarding and online safety, overseeing and acting on:**   * **filtering and monitoring reports** * **safeguarding concerns** * **checks to filtering & monitoring systems** | **Pam Potter – Head teacher & DSL** |
| **IT Service Provider** | **Technical responsibility for:**   * **maintaining filtering and monitoring systems** * **providing filtering and monitoring reports** * **completing actions following concerns or checks to systems** | **Maxine Morris – Schools ICT Manager**  **Chris Smith – Schools ICT Infrastructure Manager**  **Lee Pearson – Schools ICT Primary Team Manager** |

# **Reviewing your filtering and monitoring provision:**

|  |  |
| --- | --- |
| **Filtering System** |  |
| **Filtering Provider and System** | **SmoothWall Filtering** |
| **Date Procured** | **May 2012** |
| **Date last reviewed** | **1st April 2023** |

|  |  |
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| **Monitoring System** |  |
| **Monitoring Provider and System** | **SmoothWall Filtering (Reporting Service)** |
| **Date Procured** | **May 2012** |
| **Date last reviewed** | **1st April 2023** |

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| **Review Team** | **Chris Smith – Schools ICT Infrastructure Manager**  **Lee Pearson – Schools ICT Primary Team Manager** | | | **Pam Potter – Head teacher and DSL**  **Les Moon – Computing lead** |
| **Review Date** | | **September 2024** | | |
| **Previous Review Date** | | **N/A** | | |
| **Link to last review** | | **N/A** | | |
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| **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)** | | | | |
| **What your filtering currently blocks or allows & why** | | | **Y – staff are aware and report to DSL and record on CPOMS if needed** | |
| **Any outside safeguarding influences, e.g.county lines** | | | **Y – staff have had training on safeguarding, county lines and online safety through the National College.** | |
| **Any relevant safeguarding reports** | | | **Y – CPOMS and verbally report to DSL** | |
| **The digital resilience of your pupils** | | | **Y – GIST Team and pupil voice** | |
| **Teaching requirements, for example, your RHSE** | | | **Y – PSHE curriculum map and online safety map** | |
| **The specific use of your chosen technologies, including Bring Your Own Device (BYOD)** | | | **Y – also present in the Garswood trainee handbook.** | |
| **Related safeguarding or technology policies** | | | **Smoothwall Filter**  **Monitoring & Filtering policy**  **Online Safety Policy** | |
| **What checks are currently taking place and how resulting actions are handled** | | | **Tested daily by ICT Support** | |
| **All staff know how to report and record concerns** | | | **Y – CPOMS and verbally report to DSL** | |
| **Filtering and monitoring systems work on new devices and services before release to staff / pupils** | | | **Y – all devices imaged and put on the network by the IT team before given to staff.** | |
| **Blocklists are reviewed and they can be modified in line with changes to safeguarding risks** | | | **Y – By the IT Team, and emailed to DSL, deputy and Computing lead when there has been a breach. This is always followed up verbally and with a CPOMS entry.** | |

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| **Recommendations / Mitigating Actions** |  |
| **We recommend that schools use individual logins for pupils, especially at KS2, when using computers, rather than generic class/year logins so that the filtering system can identify individuals. We appreciate this may not be practical at FS and KS1ages. If you are not using individual pupil logins speak to the ICT Support team who will facilitate this.**  **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. Schools ICT Support are investigating alternative approaches to this issue.** | |

# **Data Protection Impact Assessment:**

**Schools 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**

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| **Link to DPIA** |  |
| **Conducted by** | **Pam Potter – Head teacher and Designated Safeguarding Lead** |
| **Date conducted** | **September 2023** |

# **Regular Reports:**

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

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| **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:**

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| **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** | |
| **SCH-ICT-ED2702** | **St Helens Schools Data Centre** | **lee.pearson** | **888.com** | **Blocked** | |
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| **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** | |

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| **Monitoring System** | |  | | |
| **Date checked** | | **31/08/2023** | | |
| **Checks conducted by** | | **Lee Pearson - Schools ICT Primary Team Manager** | | |
| **Device** | **Location** | **Logged in as** | **Check Conducted** | **Result** | |
| **SCH-ICT-ED2702** | **St Helens Schools Data Centre** | **lee.pearson** | **888.com** | **Blocked** | |
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