



## Online Safety Filtering and Monitoring Policy

Policy Review Schedule			
Date Policy agreed by SLT	03/10/23	Date Policy Agreed by Governing Body	11/10/23
Policy Review Schedule	Annual	Date for Review	28/06/24
Signed by the Chair of Governors	Joseph Turner-Wing		
Signed by Headteacher	Jon Kelly		

# Newhaven School : Online Safety Filtering and Monitoring Policy 2023

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## 1. Introduction and overview

Schools in England and Wales are required “to ensure children are safe from terrorist and extremist material when accessing the internet in school, including by establishing appropriate levels of filtering” (Revised Prevent Duty Guidance: for England and Wales) Furthermore, it expects that they “assess the risk of [their] children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology”.

Department for Education’s statutory guidance ‘Keeping Children Safe in Education’ obliges schools and colleges in England to “ensure appropriate filters and appropriate monitoring systems are in place. Children should not be able to access harmful or inappropriate material from the school or colleges IT system” however, schools will need to “be careful that “over blocking” does not lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding.”

### 1.1 Definitions

**Filtering systems:** block access to harmful sites and content.

Think of it like the fence around the playground, stopping pupils getting to something that could harm them.

**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). Your school is then alerted to any concerning content so you can intervene and respond.

### Types of Monitoring and Filtering

Staff directly supervising children on a one to one ratio e.g. Physical supervision of children whilst using the Internet or assigning additional classroom support staff to monitor screen activity

#### Physical Monitoring

Pro-active monitoring where alerts are managed or supported by a specialist third-party provider and may offer support with intervention.

#### Monitoring Strategies

Internet Service Providers or filtering providers provide information that details and attributes websites access and search term usage against individuals.

Regular monitoring of his information enables schools to identify and intervene with issues concerning access or searches.

## Internet and web access

Active monitoring where a system generates alerts for the school to act upon.

### 1.2 Newhaven Systems of monitoring and filtering

The filtering of internet content provides an important means of preventing users from accessing material that is illegal or is inappropriate in an educational context. The filtering system cannot, however, provide a 100% guarantee that it will do so.

It is therefore important that the school has a filtering policy to manage the associated risks and to provide preventative measures which are relevant to the situation in this school. Newhaven School IT service is provided by LGFL (London Grid for Learning)

The following information with documentation and responses from LGFL and UK Safer Internet Centre references how this is provided.

Our IT Co-ordinator (P. Moody) looks after the web filtering for school and will ensure that:

- The service is maintained and accessible for all school sites to use
- All relevant safeguards are being met
- School is taking necessary precautions to ensure the service provided is appropriate
- Also will provide investigation of any web filtering related issues including:
- Access to websites containing inappropriate or potentially harmful material
- Access to websites containing educational or related material deemed appropriate for school
- Provide web access reports on an annual basis LGFL and IT Co-ordinator (P Moody) work together to ensure that the UK Safer Internet Centre checklist is followed.

LGFL web filtering service meets and exceeds the Ofsted guidelines. The solution is constantly updated via national feeds from the wider Internet community to ensure that as new websites are created they are categorised and sanctioned accordingly.

Above the web filtering aspect of the service - Newhaven and LGFL also provide the following features:

- **Application Control** – this stops some applications running which utilise peer to peer (file-sharing) features
- **Intrusion Prevention** – this is aimed at stopping hackers from gaining access to your endpoints
- **Website Certificate Inspection** – this checks websites to ensure any certificates are valid and up to date. This stops users accessing malicious websites or websites that are not properly maintained.

From the information provided to us by LGFL we are confident that the web filtering solution as configured meets the current DfE guidance.

## 2. Aims and Objectives

Each school will have its own unique demands and use of the internet. However, all schools must ensure they appropriately safeguard staff and pupils through an effective online filtering and monitoring regime.

### **3. Requirements of Online Filtering and Monitoring**

**3.1** All areas of the school (Gardens, NEST, Assessment Centre, King's Park, The Supported Internship, The Hospital School and Outreach) must ensure that internet systems are robust and appropriate for use. schools are required to follow the guidance below.

**3.2** Regular system checks will be carried out annually and documented.

**3.3** LGFL will provide filtering reports termly so that the SLT to adequately assess risk to children and staff from what they encounter online.

### **4. Roles and Responsibilities**

**4.1** The responsibility for the management of the school's filtering and monitoring policy will be held by SLT Lead and Lead IT Co-ordinator. They will manage the school filtering, in line with this policy and will keep records/logs of changes and of breaches of the filtering systems.

**4.2** To ensure that there is a system of checks and balances and to protect those responsible, changes to the schools filtering service must:

be logged

be reported to a second responsible person (Headteacher)

**4.3** All users have a responsibility to report immediately to the SLT Lead any infringements of the school's filtering policy of which they become aware or any sites that are accessed, which they believe should have been filtered.

Users must not attempt to use any programmes or software that might allow them to bypass the filtering/security systems in place to prevent access to such materials.

### **5. Education/Training/Awareness**

**5.1** Pupils will be made aware of the importance of filtering systems through the E-Safety education programmes within RHSE/ Tutor Time and Assemblies. They will also be warned of the consequences of attempting to subvert the filtering system. Staff users will be made aware of the filtering systems through:

- signing the User Acceptable Use Agreement/clicking the terms of reference when logging in
- induction training
- staff meetings, briefings, INSET

**5.2** Parents will be informed of the school's filtering policy through the Acceptable Use Agreement at Admission meetings at the start of each year.

### **6. Changes to the Filtering System**

**6.1** Users who gain access to, or have knowledge of others being able to access, sites which they feel should be filtered (or unfiltered) should report this in the first instance to the DSL who will decide whether to make school level changes (as above).

**6.2** If it is felt that the site should be filtered (or unfiltered), the IT Co-ordinator should instigate any changes to the filtering system via LGFL.

## **7. Meeting digital and technology standards in schools**

**7.1** Identify and assign roles and responsibilities to manage your filtering and monitoring systems DSL: Jon Kelly  
IT Provider: Phil Moody Filtering and monitoring system: LGFL/ Impero

**7.2** Review your filtering and monitoring provision at least annually: Review of filtering and monitoring by DSL and IT provider twice yearly.

**7.3** Filtering system should block harmful and inappropriate content, without unreasonably impacting teaching and learning- see LGFL/ Impero appropriate filtering protocols

**7.4** Implement effective monitoring strategies that meet the safeguarding needs of your school or college See LGFL guidance

**7.5** A full 360 Review should be carried out yearly across all IT within the school

## **8. Links with other policies**

This policy will be monitored as part of the school's annual internal review and reviewed on a three-year cycle or as required by legislature changes.

This policy links to the following policies and procedures:

- Safeguarding and Child Protection Policy