

# St Thomas More Catholic Primary School

## Filtering and Monitoring Policy

### What is filtering and monitoring?

Filtering and monitoring systems are used to keep pupils safe when using our school's IT system.

- **Filtering systems:** block access to harmful sites and content
- **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). As a school, we use an online monitoring system which alerts SLT to any concerning content so we can intervene and respond. This programme is called Senso.

No filtering and monitoring system is 100% effective, so as staff, we need to use it alongside our existing safeguarding systems and procedures.

### What do I need to know about filtering and monitoring?

**All staff** should be clear on:

- The expectations, applicable roles and responsibilities in relation to filtering and monitoring as part of their safeguarding training. For example, part of their role may be to monitor what's on pupils' screens. Staff should also complete annually, Online Safety training through the National College platform. For KS1 pupils, staff will ensure that all devices used by individuals are recorded in order to monitor and report, witness or suspect unsuitable material has been accessed and educate children with how to stay safe online but also know what to do if they see inappropriate content.
- How to report safeguarding and technical concerns, such as if:
  - They witness or suspect unsuitable material has been accessed
  - They are able to access unsuitable material
  - They are teaching topics that could create unusual activity on the filtering logs
  - There is failure in the software or abuse of the system
  - There are perceived unreasonable restrictions that affect teaching and learning or administrative tasks
  - They notice abbreviations or misspellings that allow access to restricted material

**Senior leaders and all relevant staff** need to be aware of and understand:

- What provisions our school has in place and how to manage these provisions effectively.
- How to escalate concerns when they identify them.

**They're also responsible for:**

- Buying-in the filtering and monitoring system your school uses. We use Senso – this will block inappropriate websites but also checks the content of every website a child or adult attempts to visit and will proactively include any inappropriate websites within the filtering libraries.
- Documenting what is blocked or allowed, and why – Senso also links to our Child Protection Online Management System.
- 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 are trained appropriately and understand their role

**The DSL** will take lead responsibility for online safety, including understanding the filtering and monitoring systems and processes in place - this is part of their role in taking the lead responsibility for safeguarding.

This includes overseeing and acting on:

- Filtering and monitoring reports
- Safeguarding concerns
- Checks to filtering and monitoring systems
- Work with DDSs, SLT and IT technicians to make sure provision is effective

## What does my school do?

The DSL, IT Technicians and SLT will:

- Review filtering and monitoring provision at least annually
- Block harmful and inappropriate content without unreasonably impacting teaching and learning
- Have effective monitoring strategies in place that meet your safeguarding needs
- Liaise with Safeguarding Governors
- Meet monthly as the Online Safety team and use a Filtering & Monitoring checklist
- Complete an annual Online Safety audit and review regularly
- Liaise with Computing Lead

Staff will:

- Continue to remain up to date through training, drop in sessions, monthly safeguarding bulletins
- Continue to follow the online safety curriculum and policies
- Continue to show an understanding of filtering and monitoring procedures
- Monitor children's screens when using them
- Follow safeguarding procedures at all times including reporting in a timely manner
- Ensure KS1 children can be identified and matched to a device or computer when learning
- Continue to embed how to stay safe online and at home
- Continue to communicate with parents to support them with keeping their child safe online
- Promote children's digital resilience

**Reviewed Date:** March 2024

**Next Review Date:** March 2026