

Wrockwardine Wood CE Junior School



Filtering and Monitoring Policy

Updated: February 2026

Review Date: January 2027

Signed... T Cartwright.



“Love, Laugh Learn”

We will ignite the ability in all to ***‘Love, Laugh and Learn’***, recognising the extraordinary and wondrous in everything and in everyone. Our rich, varied and creative curriculum, together with our Christian values, will empower all to flourish following Jesus’s promise ***‘I have come to give life and life in all its fullness.’*** (John 10:10)

Our School Christian Values



School Filtering & Monitoring Policy - Wrockwardine Wood CE Junior School.

Wrockwardine Wood CE Junior School provides a safe environment to learn and work, including when online. Filtering and monitoring are both important parts of safeguarding pupils and staff from potentially harmful and inappropriate online material.

Clear roles, responsibilities and strategies are vital for delivering and maintaining effective filtering and monitoring systems. It's important that the right people are working together and using their professional expertise to make informed decisions.

Purpose & Scope

- The standard expected by KCSIE is that:
an active and well managed filtering system is an important part of providing a safe environment for pupils to learn.
- This policy sets out how the school implements web filtering and user activity monitoring to provide a safe online environment for pupils and staff while enabling effective teaching and learning and avoiding unreasonable over-blocking.
- It applies to all users of school networks, devices and services, all school-managed devices on and off-site, and guest access where applicable, and all internet feeds and platforms used for curriculum and administration.

2) Principles

- Safeguarding-first: Filtering and monitoring are integral to safeguarding, led by the DSL with technical partnership.
- Proportionate access: Filters block harmful/illegal content without unreasonably impacting learning; digital resilience is developed through supervised access.
- Transparency & accountability: Roles, checks, and decisions are documented, reviewed annually, and reported to governors.

3) Roles & Responsibilities

- Governing Body: Strategic responsibility; assurance reports; named F&M governor: Russell Evans.
- SLT: Ensures standards, oversees procurement, documents allow/deny decisions. Headteacher: T. Cartwright.
- DSL Team: Leads safeguarding responses, checks reports, records actions on CPOMS.
- IT Service Provider (T&W IDT / Gold Technician): Maintains filtering/monitoring systems, implements changes, provides reporting.
- All Staff: Follow AUPs, supervise pupils, report concerns or access issues promptly.

4) Filtering

- The school uses an education-grade filtering service via T&W IDT with age-appropriate profiles for pupils and staff.
- Illegal content (IWF/CTIRU) blocked; VPNs/proxies blocked; SafeSearch and YouTube Restricted Mode enforced.
- Allow/Deny: Requests submitted via service desk; decisions logged; generative AI blocked for pupils except supervised cases.
- If staff wish for a site to be unblocked, they would ask the ICT Gold Technician. Before this is carried out, the ICT Gold Technician will check with Head Teacher (DSL) so safeguards and checks can ensure the site is appropriate.
- Testing: Half-termly checks validate filtering and ensure no unfiltered paths or over-blocking.

5) Monitoring

- Monitoring includes classroom supervision and technical monitoring using Senso with alerts and weekly DSL reports.
- iPads numbered and assigned for improved attribution; Senso app applied.
- High-risk alerts triaged by DSL and recorded on CPOMS; weekly reports inform curriculum and support decisions.
- Users notified of monitoring via login notices; DPIA maintained.

6) Education, Training & Communication

- Staff: Induction and annual training; role-specific for DSLs, SLT, governors, and technicians.
- Pupils: Age-appropriate curriculum covering digital resilience and seeking help.
- Parents: Updates via newsletter/website and signposting to safety settings.

7) Reporting & Incident Management

- Staff report unsuitable access and system failures to DSL/IT immediately.
- Safeguarding concerns logged on CPOMS with evidence; filtering/monitoring actions linked to records.

8) Off-Site & Home Use

- School devices remain filtered/monitored off-site.
- Guest devices use segregated networks with filtering applied (or N/A if not permitted).

9) Cyber Security & Data Protection

- The school follows DfE cyber security standards; non-technical staff trained; technical staff report to SLT/governors.
- Data protection follows LA GDPR support
- Annual Review & Regular Checks
- Annual DSL-led review with SLT, IT provider and F&M governor.

- Half-termly checks confirm filtering, SafeSearch, profiles, risks, logs and actions.

11) Configuration Standards (Summary)

- Separate staff/pupil profiles; illegal/adult content and circumvention blocked.
- SafeSearch and YouTube Restricted Mode enforced.
- Generative AI blocked for pupils unless supervised; register kept of exceptions.
- Logs must support user/device/time attribution; changes managed via ticketed process.

12) Governance, Assurance & Evidence

- Weekly DSL meetings review Senso reports and actions.
- Headteacher report to governors includes F&M assurance, incidents and training.
- Documentation includes logs, DPIA, AUPs, training, incident logs and exported reports.

13) Linked Policies & References

- Safeguarding & Child Protection
- Online Safety Policy
- Acceptable Use Policies
- AI Policy
- Remote Learning Policy
- Data Protection Policy & DPIA
- Cyber Security Policy / Incident Response Plan

14) Appendices

- A. Minimum Technical & Safeguarding Checks: SafeSearch/YouTube checks, SWGfL filtering tests, log sampling, keyword review, summary recorded in DSL minutes.
- B. Incident Response Flow: Alert → DSL triage → Safeguarding actions → CPOMS record → Parent/agency engagement → Curriculum support → Technical adjustments → Review & close.

Further information about our Filtering and Monitoring systems can be sourced in Telford and Wrekin Filtering and Monitoring and LGfL online safety audit documents.

Filtering and Monitoring at Wrockwardine Wood CE Junior School

Internet filtering and monitoring is managed by our internet and network provider, Telford & Wrekin.



smoothwall[®] Access to certain sites is blocked through the T&W firewall. The firewall used in T&W is Smoothwall. The school can request access to a site if through risk assessment it is deemed safe and it has been 'overblocked' by the firewall.

Senso

Senso is a web-based system which is set up by T&W and managed within school. This takes screen shots of any trigger words and is compiled into a weekly report which is sent to the Headteacher, Deputy Headteacher and Online Safety DSL. Staff and students' screen can be monitored through remote access to desktops. Trigger words can be set up by Telford and Wrekin but can also be amended by the school and reviewed annually to check their relevance and importance- especially if there is a series of false positive reports by a particular word. Training on the filtering and monitoring system is given through the ICT team to support the DSL and Computing Lead.



Sophos

Sophos email is used to filter emails to protect against spam and viruses.



Concerns identified through monitoring are reported to the Online Safety DSL or headteacher who manages the situation in line with the Child Protection and Safeguarding Policy and KCSIE.