



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: September 2023	Name/Position: Ian Johnson (Headteacher)
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Roles and Responsibilities

Role	Responsibility	Name / Position
Responsible Governor	Strategic responsibility for filtering and monitoring and need assurance that the standards are being met.	Laura Martin
Senior Leadership Team Member	Responsible for ensuring these standards are met and: <ul style="list-style-type: none"> • procuring filtering and monitoring systems • documenting decisions on what is blocked or allowed and why • reviewing the effectiveness of your provision • overseeing reports <p>Ensure that all staff:</p> <ul style="list-style-type: none"> • understand their role • are appropriately trained • follow policies, processes and procedures • act on reports and concerns 	Ian Johnson (Headteacher)
Designated Safeguarding Lead	Lead responsibility for safeguarding and online safety, which could include overseeing and acting on: <ul style="list-style-type: none"> • filtering and monitoring reports • safeguarding concerns • checks to filtering and monitoring systems 	Ian Johnson (Headteacher)
IT Service Provider	Technical responsibility for: <ul style="list-style-type: none"> • maintaining filtering and monitoring systems • providing filtering and monitoring reports • completing actions following concerns or checks to systems 	TTSSDerby Ltd. Schools Broadband

Reviewing your filtering and monitoring provision

Filtering System	
Filtering Provider and System	Schools Broadband
Date Procured	April 2022 – 3 year contract
Date last reviewed	April 2022.

Monitoring System	
Monitoring Provider and System	Netsweeper (filtering system) & Fortigate (Firewall)
Date Procured	April 2022 – 3 year contract
Date last reviewed	April 2022

Review Team [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]	Terry Johnston, IT Technician, Laura Martin and Ian Johnson
Review Date	September 2023
Previous Review Date	September 2022
Link to last review	N/A

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)	Y
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	Y
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

- Include filtering and monitoring reports in termly safeguarding reports to governors
- Chair of Governors to meet with Terry Johnston, IT Technician
- All teaching staff to complete Filtering and Monitoring induction
- All teaching staff to receive details regarding how to report content risks and test filters in the classroom
- All teaching staff to complete weekly filtering tests in the classroom using: [Test Your Internet Filter | SWGfL Test Filtering](#)

Regular Reports

Type of Report	Filtering / Monitoring
Producer of report	Schools Broadband
Recipient of report	head@markeaton.derby.sch.uk
Frequency of report	Daily

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

System Checks

Filtering System		Spreadsheet for recording.		
Date checked				
Checks conducted by				
Device	Location	Logged in as	Check Conducted	Result

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		Spreadsheet for recording.		
Date checked				
Checks conducted by				
Device	Location	Logged in as	Check Conducted	Result