INEQE
SAFEGUARDING GROUP

	Action	Person Responsible	Activity Record *(Names, dates, times and actions)*	Does this require changes to the Filtering and Monitoring Policy? *(Yes/No)*	Complete/ Incomplete/ Ongoing	Date of Completion
G E N E R A L	1. At least 3x members of the staff have been assigned to be responsible for ensuring the standards are met. This includes the DSL, a member of the senior leadership team and a governor.		Name of Governor: Name of SLT member: Name of DSL:	*Recommended		
	2. All staff have been made aware of their roles and responsibilities and these have been documented.			*Recommended		
	3. Filtering and monitoring have been included in all relevant school policies, with the inclusion of who can makes changes to the systems.			*Recommended		
	4. When choosing appropriate systems, the SLT and governors considered the following; • *The context of the setting* • *The age and volume of pupils* • *How often and where the system will be accessed* • *Relevant risk assessments (including those linked to Prevent Duty)* • *The essential ability to identify users*					
	The filtering and monitoring systems chosen were robustly tested before use.					

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ONGOING	6. Unauthorised members of staff are prevented from making changes to the filtering and monitoring system and this was thoroughly considered during implementation and strategically reviewed at relevant times (e.g. a change of personnel/accountable body occurs).					
	7. Filtering and monitoring systems are enabled and enforced (can't be turned off) on all school devices. This includes connections and specific users.					
	8. At least one strategic review of current systems has been scheduled for this academic year (further reviews will be required if major changes are made or a significant concern emerges). The review covers: • The filtering software, monitoring procedures and reporting tools. • The effectiveness of the school's IT service provider's work with SLT and the DSL. • Patterns or trends in the blocked list since last review • Incident response procedures • Any policy updates required					

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O N G O I N G	9. Regular dedicated time is scheduled for authorised members of staff to check the list of restricted/blocked sites and categories. This list should include staff member names and associated decisions.					
	10. The school's IT and safeguarding teams consistently review the list of restricted and blocked content. This ongoing monitoring ensures that the balance is maintained, and the possibility of overblocking is regularly taken into consideration. Concrete things – speaking to IT team to do manual check etc.					
	11. Regular dedicated time is scheduled for authorised members of staff to monitor online activity, looking for policy violations or signs of distress. Daily monitoring may be required in high-risk situations.					
	12. Any changes to the filtering and monitoring arrangements are documented by the member(s) of staff and includes the action taken and reason for it.					