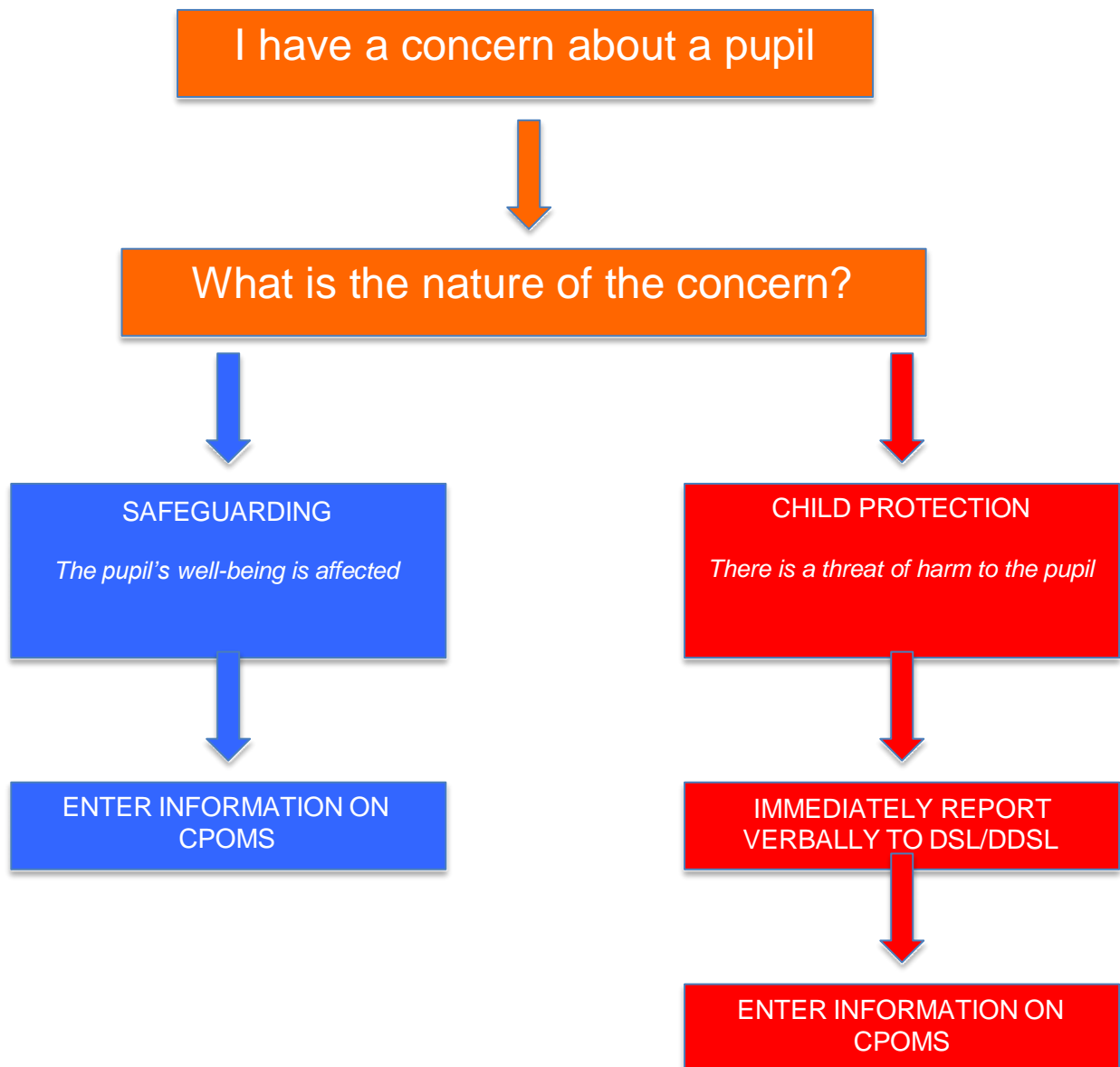Chatsworth
High School & Community College

Filtering and Monitoring Policy

Supporting Online Safety

Written by: Gayle Myers and Martin Hanbury	5th September 2023
To be reviewed:	29th September 2024

Reporting Concerns

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┌─────────────────────────────────────┐
│   I have a concern about a pupil     │
└─────────────────────────────────────┘
                   │
                   ▼
┌─────────────────────────────────────┐
│   What is the nature of the concern? │
└─────────────────────────────────────┘
         │                      │
         ▼                      ▼
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SAFEGUARDING	CHILD PROTECTION
The pupil's well-being is affected	*There is a threat of harm to the pupil*

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         │                      │
         ▼                      ▼
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ENTER INFORMATION ON CPOMS	IMMEDIATELY REPORT VERBALLY TO DSL/DDSL

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                                │
                                ▼
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	ENTER INFORMATION ON CPOMS

Examples

These examples are not exhaustive but are intended to guide staff in making decisions.

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SAFEGUARDING

The pupil's well-being is affected

- The pupil may be untidy or unclean
- The pupil may seem tired or lethargic
- The pupil may report that they feel hungry
- The pupil may report concerning activities such as viewing inappropriate materials, being left alone or with young siblings, the presence of strangers in the home
- The pupil may be acting out of character
- The pupil's behaviour may have altered significantly
- The passenger assistant may report a concerning situation

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CHILD PROTECTION

There is a threat of harm to the pupil

- The pupil may report that they have been harmed
- The pupil may report harmful activities such as witnessing violence, viewing illegal materials, substance abuse
- The pupil may report the presence of people known to be a threat
- The pupil may have unexplained marks, bruises or scars
- The passenger assistant may report a potentially harmful situation

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If you are reporting a **child protection concern**

- IMMEDIATELY inform a member of the School Safeguarding Team DIRECTLY and IN PERSON
- Do not delay
- Do not discuss with another person
- Do not explore the concern yourself
- The member of the School Safeguarding Team will instruct you on what to do next and this must be completed within the timeframe set by that person

Key Personnel

The **Designated Safeguarding Lead** at Chatsworth High School and Community College is:

Gayle Myers

The **Deputy Designated Safeguarding Leads** at Chatsworth High School and Community College are:

Kathryn Connor
Martin Hanbury

The **Safeguarding Team** at Chatsworth High School and Community College are:

Gayle Myers
Kathryn Connor
Martin Hanbury
Fran Wood

Contacts

Chief Executive Officer and Headteacher: Martin Hanbury

Chair of Trustees: Cole Andrew

Chair of Governors: Steve Davismoon

Named Trustee for Safeguarding, Child Protection and PREVENT: Cole Andrew

Named Governor for Safeguarding, Child Protection and PREVENT: Gina Reynolds

Named PREVENT lead: Gayle Myers

Named Governor for CFC: Amanda Downing

Key Agencies

The Bridge Partnership for child protection referrals – tel: 0161 603 4500 or email worriedaboutachild@salford.gov.uk

GMP Public Protection Investigation Unit (PPIU) – for referrals/consultation about crime-related safeguarding concerns – tel: 0161 856 5171 or email parklane.ppiu@gmp.police.uk

Local Authority Designated Officer (LADO) Managing allegations against an employee (or volunteer) tel: 0161 603 4350 / 4445

Vision

Creating the right life opportunities for every pupil, student and learner through the best quality specialist education and care.

Mission

1. Celebrate each pupil, student and learner as a unique individual.
2. Identify each individual's aspirations and ensure that they are able to achieve these.
3. Create high quality learning environments that are nurturing, vibrant, innovative, caring and happy.
4. Provide the best evidence-based approach to teaching and curriculum development.
5. Develop expert staff through bespoke continuous professional development.
6. Engage with the wider community to enable each pupil, student and learner to be fully included.

Filtering and Monitoring Policy Template for Chatsworth Multi Academy Trust

1. Purpose and Scope

This policy outlines the guidelines and procedures for filtering and monitoring internet usage within Chatsworth Multi Academy Trust. This policy applies to all students, staff, volunteers, visitors, and any other individuals accessing the internet through Chatsworth Multi Academy Trust network.

2. Filtering Guidelines

2.1 Website Content Filtering:
   a) Chatsworth Multi Academy Trust will implement content filtering solutions, via Salford Local Authorities smoothwall, to restrict access to websites containing illegal, inappropriate, or harmful content.
   b) Content filtering will be based on predefined categories such as adult content, violence, hate speech, drugs, gambling, etc. Regular maintenance and updates of these categories will be performed to ensure effectiveness.
   c) Attempts to bypass content filtering measures are strictly prohibited and may result in disciplinary actions.

2.2 Software and Application Filtering:
   a) Chatsworth Multi Academy Trust will implement software and application filtering to prevent the installation or use of unauthorized or potentially harmful software or applications.
   b) Filtering will be based on a list of authorized software and applications that align with Chatsworth Multi Academy Trust educational objectives and security policies.
   c) Attempts to install or use unauthorized software or applications are strictly prohibited and may result in disciplinary actions.

2.3 Social Media and Communication Filtering:

a) Chatsworth Multi Academy Trust will implement filtering measures for appropriate social media platforms and communication channels to ensure appropriate use.

b) Access to social media websites and communication is prohibited on the school site.

c) Any communication that violates Chatsworth Multi Academy Trust acceptable use policy, promotes discrimination, harassment, or involves illegal activities will be strictly prohibited.

3. Monitoring Guidelines

3.1 Network Traffic Monitoring:

a) Chatsworth Multi Academy Trust reserves the right to monitor network traffic, including internet usage, to ensure compliance with this policy.

b) Network traffic monitoring will be performed using appropriate tools and technologies. The collected data will be used confidentially and for authorized purposes only.

c) Any suspicious or unauthorized network activity may be subject to investigation, and appropriate actions will be taken if policy violations are detected.

3.2 User Activity Monitoring:

a) Chatsworth Multi Academy Trust may monitor user activity on school-owned devices or devices connected to the school's network.

b) User activity monitoring may include but is not limited to tracking websites visited, application usage, and communication content.

c) User privacy will be respected, and monitoring will be conducted in accordance with relevant data protection laws and regulations.

4. Reporting and Consequences

a) Any individual who suspects a policy violation or encounters inappropriate content should report it immediately to the Designated safeguarding Lead (DSL) in the first

instance. The DSL will ensure the IT manager is notified.

   b) Violations of the filtering and monitoring policy may result in disciplinary actions, including but not limited to warnings, restricted access to network resources, or other appropriate consequences, depending on the severity and frequency of the violation.

5. Education and Awareness

   a) Chatsworth Multi Academy Trust will provide regular education and awareness programs to students, staff, and parents/guardians to promote responsible internet usage and online safety, via training, the safeguarding and child protection policy, briefings and bulletins.

   b) Users will receive guidance on understanding and adhering to this policy, as well as resources to help them navigate the digital world safely and responsibly.

6. Policy Review

   a) This filtering and monitoring policy will be reviewed at least annually to ensure its alignment with relevant laws, regulations, and best practices. Any necessary updates will be made to enhance its effectiveness and address emerging trends or challenges.