

DIGITECH Project Plan - Managing Internet Provision

Tor View School 2019

Priority 1. – To ensure that appropriate Internet filters are in place.

Tor View achieve this by:

- A. School leaders including governors understand statutory requirements with regard to the school's **filtering** of the Internet in relation to their Online Safety safeguarding duties laid down in the 2019 Keeping Safe in Education document.
- B. School leaders including governors have a good understanding of the school's **specific requirements** in regard to its Internet **filter** provision based upon a review against national criteria
- C. School leaders including governors have ensured that **Internet filters** have been risk assessed against national criteria and match the needs of the school
- D. School leaders including governors have ensured that in meeting its safeguarding duty with regards to **Internet filters** that the schools Internet has not been **over blocked** so as to present unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding.
- E. School leaders including governors understand that internet filters are supporting tools within its overall online safety strategy and therefore should be used to support and complement effective classroom practice and pupil behaviour

Key responsible staff:

Designated Safeguarding Lead

Name: **Miss K Morgan**

Deputy Headteacher

Online Safety Champion

Name: **Mr. J Pidcock**

Assistant Headteacher

Safeguarding Governor

Name: **Mrs Ellie Lorenzo**

Chair of Governors

DIGITECH Project Plan - Managing Internet Provision

Tor View School 2019

Target	Actions/Tasks	Person Responsible	Review Date	Completion Date	Resources	Monitoring and Reporting	Success criteria
<p><u>Understanding Changes in Statutory Duty.</u></p> <p>1A. School leaders including governors understand statutory requirements with regard to the school's <u>filtering</u> of the Internet in relation to their Online Safety safeguarding duties laid down in the 2019 Keeping Children Safe in Education document.</p>	<p><u>INFORMATION GATHERING</u></p> <p>Review current roles and responsibilities with regard to all aspects of online safety</p> <p>DSL to carry out a critical analysis of filtering and awareness of it.</p>	Kelly Morgan	Summer 2 2019	Summer 2 2019	Attendance at the LCC Online Safeguarding course. Time	During the last governors meeting of the academic year, briefly explained required changes to documentation policy and practice.	<ul style="list-style-type: none"> • Leaders recognize that Online Safety is primarily a safeguarding issue • The Designated Safeguarding Lead (DSL) is responsible for all aspects of online safety • The DSL is supported by an Online Safety Champion (OSC) to ensure a collaborative whole-school approach utilizing the skills and expertise of other staff • The Safeguarding governor has a good understanding of the school's statutory duties with regards to filtering.
	<p><u>POLICY DECISIONS</u></p> <p>*KEY SMT Meeting* to discuss and agree the school's Online Safety duty with respect to Internet filtering arising from the KCSIE document.</p>	Kelly Morgan	Summer 2 2019	Autumn 1 2019	Time	Online Safeguarding pack including the new policy to be shared with governors and approved. As an SMT to share key responsibilities	<ul style="list-style-type: none"> • Leaders understand their specific responsibilities with regard to Internet filtering and where relevant have specific tasks to ensure that the school is compliant.
	<p><u>COMMUNICATE STRATEGY</u></p> <p>Schedule Staff meeting to ensure that all staff understand the school's statutory duties with regard to Internet filtering</p>	Kelly Morgan	Summer 2 2019	Autumn 1 2019	Time	Within Autumn Term to share key documentation with the whole school.	<ul style="list-style-type: none"> • Staff understand the school's duties with regard the Internet Filter • Governors understand what their specific responsibilities are with regard to Internet filtering and where relevant

DIGITECH Project Plan - Managing Internet Provision

Tor View School 2019

	Inform governors of statutory duty with respect to <u>filtering</u> of the Internet.	Kelly Morgan					<p>know what actions are in place to ensure that the school is compliant.</p> <ul style="list-style-type: none"> Regular updates are scheduled (See Online Safeguarding Team agenda for academic year)
--	--------------------------------------------------------------------------------------	--------------	--	--	--	--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Target	Actions/Tasks	Person Responsible	Review Date	Completion Date	Resources	Monitoring and Reporting	Success criteria
<p><u>Establishing the School Context.</u></p> <p>1B. School leaders including governors have a good understanding of the school's <u>specific requirements</u> in regard to its Internet <u>filter</u> provision based upon a review against national criteria. E.g – Multiple language support</p>	<p><u>INFORMATION GATHERING</u></p> <p>Evaluate existing filtering arrangements to ensure that the DSL has a clear understanding of relevant key aspects</p>	Kelly Morgan	Summer 2 2019	Summer 2 2019	Time	A filtering plan is in place (See additional document)	<ul style="list-style-type: none"> The school leadership team receive a specific, accurate report regarding the school's current filter system A clear picture of what it does and who manages/fixes issues arising from the Internet filter.
	<p><u>POLICY DECISIONS</u></p> <p>*KEY SLT Meeting* to discuss and agree any school specific factors that may influence the school's Internet filter's operational requirements (E.g. multiple language support. Increased/known areas of risk)</p>	Kelly Morgan	Summer 2 2019	Summer 2 2019	Time	Following the switch to the new system it was carefully checked by our external ICT support and EAL was also checked against filters. This was successful.	<ul style="list-style-type: none"> The school leadership team have identified any specific risk that might impact upon the Internet filtering needs of the school
	<p><u>COMMUNICATE STRATEGY</u></p> <p>Inform governors of outcome of reviews. (nb governor participation in original</p>	Kelly Morgan	Summer 2 2019	Across the academic year.	Time	Governors will be reported to during governor's meetings and may also attend any Online	<ul style="list-style-type: none"> Governors understand any specific risk factors that may influence decisions regarding filter operation.

DIGITECH Project Plan - Managing Internet Provision

Tor View School 2019

	meeting may preclude this item)					Safeguarding meetings across the academic year. If governors need more immediate communication then this will be done when necessary.	
--	---------------------------------	--	--	--	--	---------------------------------------------------------------------------------------------------------------------------------------	--

Target	Actions/Tasks	Person Responsible	Review Date	Completion Date	Resources	Monitoring and Reporting	Success criteria
Quality Assuring Internet Filtering 1C. School leaders including governors have ensured that <u>Internet filters</u> have been risk assessed against national criteria and match the needs of the school	INFORMATION GATHERING <ul style="list-style-type: none"> Check UK Safer Internet Centre ISP list re compliance Contact Internet Service Provider to confirm provision matches agreed criteria. 	Kelly Morgan	Summer 2 2019	Autumn 1 2019	Time	ICT external provider has checked this for new filtering system. This will be reported to governors during the Autumn Term 2019.	<ul style="list-style-type: none"> School has written confirmation that its Internet filter meets agreed requirements in line with national UK Safer Internet Centre guidance
	POLICY DECISIONS *KEY SLT Meeting* to discuss outcome/ recommendations of technical report and agree any specific actions required to fully secure the network	Kelly Morgan	Summer 2 2019	Autumn 1 2019	Time	At present this is secure. Any issues are discussed within SLT, SMT and weekly staff briefings. Copies of all of these reports are with Kelly Morgan DSL – Online Safeguarding.	<ul style="list-style-type: none"> Where necessary, required alterations to current filtering are identified, the network is secured and revisions are actioned.

DIGITECH Project Plan - Managing Internet Provision

Tor View School 2019

	<p><u>COMMUNICATE STRATEGY</u> Update the Online Safety policy as required to ensure that it accurately articulates the school's strategy for <u>filtering</u> of the Internet and present to governors.</p>	Kelly Morgan	Summer 2 2019	Autumn 1 2019	Time	Online Safeguarding Policy has been updated and will be shared Autumn Term 2019	<ul style="list-style-type: none"> Governors know that the school's Internet filtering is fit for purpose as laid out within national guidelines.
	Schedule Staff meeting to ensure that all staff understand the school's protocols regarding requests for the unblocking of websites.	Kelly Morgan	Summer 2 2019	Autumn 1 2019	Time	This information will be shared during Autumn 1 2019.	<ul style="list-style-type: none"> Staff understand the key criteria for blocking websites (based upon the UK Safer Internet Centre content guidelines) and how to request a site to be unblocked.

Target	Actions/Tasks	Person Responsible	Review Date	Completion Date	Resources	Monitoring and Reporting	Success criteria
<p><u>Over Blocking</u> 1D. School leaders including governors have ensured that in meeting its safeguarding duty with regards to <u>Internet filters</u> that the schools internet has not been <u>over blocked</u> so as to present unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding.</p>	<p><u>INFORMATION GATHERING</u> Online Safety Champion to consult staff and pupils regarding potential areas of over blocking</p>	James Pidcock	Summer 2 2019	Autumn 1 2019	Time	J Pidcock – Assistant Headteacher and Online Safety Champion will ensure this takes place during Autumn 1 2019.	<ul style="list-style-type: none"> Online Safeguarding Team, Online Leaders and other staff have an awareness of this.
	Online Safety Champion to prepare a report regarding areas of known over blocking; issues arising and potential solutions	James Pidcock	Summer 2 2019	Autumn 1 2019	Time	This information will form part of the report to governors for the Autumn Term.	<ul style="list-style-type: none"> Any issues have been looked at and action taken.
	<p><u>POLICY DECISIONS</u> *KEY SLT meeting* to agree protocols for</p>	Kelly Morgan	Summer 2 2019	Autumn 1 2019	Time	During SMT Autumn 1 2019.	<ul style="list-style-type: none"> Any action to be taken will be documented and shared with external ICT provider.

DIGITECH Project Plan - Managing Internet Provision

Tor View School 2019

	local administration and adjustments to filter as required						
	<p><u>COMMUNICATE STRATEGY</u> Inform governors of school strategy following discussion. (nb governor participation in original meeting may preclude this item)</p>	Kelly Morgan	Summer 2 2019	Autumn 1 2019	Time	When required.	<ul style="list-style-type: none"> Any changes will be communicated to the governing body when necessary.

Target	Actions/Tasks	Person Responsible	Review Date	Completion Date	Resources	Monitoring and Reporting	Success criteria
<p><u>Overall Online Strategy</u></p> <p>1E. School leaders including governors understand that internet filters are supporting tools within its overall online safety strategy and therefore should be used to support and complement effective classroom practice and pupil behaviour</p>	<p><u>INFORMATION GATHERING</u> Online Safety Champion/DSL to brief SLT on current balance of activities</p>	Kelly Morgan	Summer 2 2019	Autumn 1 2019	Time	This will take place during key meetings mentioned above where necessary.	<ul style="list-style-type: none"> The school leadership team receive a report from the Online Safety Champion/DSL detailing the raft of online safety measures in place at school
	<p><u>POLICY DECISIONS</u> *KEY SLT meeting* Review and update over-arching online Safety strategy /Online to include clear statement regarding the position of filtering within a raft of online safety practice /activities.</p>	Kelly Morgan	Summer 2 2019	Autumn 1 2019	Time	This will take place during key meetings where necessary.	<ul style="list-style-type: none"> Understand that no filtering SLT know that no can be 100% effective and needs to be supported with good teaching and learning practice and effective supervision. SLT are regularly updated on changes in national and local policy

DIGITECH Project Plan - Managing Internet Provision

Tor View School 2019

							<ul style="list-style-type: none"> A clear picture of what it does and who manages/fixes issues arising from the Internet filter
	<p><u>COMMUNICATE STRATEGY</u></p> <ul style="list-style-type: none"> Inform governors of school strategy following discussion. (nb governor participation in original meeting may preclude this item) Consider how best to relay strategy to parents using website / newsletters etc. 	Kelly Morgan	Summer 2 2019	Autumn 1 2019	Time	<p>Governors will be communicated to at key points across the academic year and more frequently where necessary.</p> <p>Parents will receive the most up to date information via the website, social media or a newsletter.</p>	<ul style="list-style-type: none"> The broader Online Safety agenda, context and rationale for Internet filtering is clearly understood by governors, staff and parents

Review Date	Overall progress against Priority.	Next Steps
September 2019	A vast amount of change to policy, practice and procedure has taken place during Summer 2019.	All of the new documentation to be shared and put into practice across the whole school.

DIGITECH Project Plan - Managing Internet Provision

Tor View School 2019

Priority 2. – To ensure that appropriate Internet monitoring systems are in place.

Tor View achieve this by:

- A. School leaders including governors understand statutory requirements with regard to the school's **monitoring** of the Internet in relation to their Online Safety safeguarding duties laid down in the 2018 Keeping Children Safe in Education document.
- B. School leaders including governors have a good understanding of the school's **level of risk** in regard to its Internet provision based upon a review against national criteria
- C. School leaders including governors have ensured that appropriate and robust **Internet monitoring systems** have been put into practice based upon risk assessment.

Designated Safeguarding Lead

Name: **Miss K Morgan**
Deputy Headteacher

Online Safety Champion

Name: **Mr. J Pidcock**
Assistant Headteacher

Safeguarding Governor

Name: **Mrs Ellie Lorenzo**
Chair of Governors

DIGITECH Project Plan - Managing Internet Provision

Tor View School 2019

Target	Actions/Tasks	Person Responsible	Review Date	Completion Date	Resources	Monitoring and Reporting	Success criteria
<p><u>Understanding Changes in Statutory Duty.</u></p> <p>2A. School leaders including governors understand statutory requirements with regard to the school's <u>monitoring</u> of the Internet in relation to their Online Safety safeguarding duties laid down in the 2018 Keeping Children Safe in Education document.</p>	<p><u>INFORMATION GATHERING</u></p> <p>Online Safety Champion/DSL to prepare a report for SLT regarding the relevant duties with regard to monitoring use of the Internet</p>	Kelly Morgan	Summer 2 2019	Autumn 1 2019	Time	A monitoring plan is in place (See additional document)	<ul style="list-style-type: none"> The school leadership team receive a specific, accurate report regarding the school's monitoring system
	<p><u>POLICY DECISIONS</u></p> <p>*KEY SLT meeting* to discuss and agree the school's Online Safety duty with respect to Internet monitoring arising from the KCSIE document.</p>	Kelly Morgan	Summer 2 2019	Autumn 1 2019	Time	Following the switch to the new system it is carefully monitored by the external ICT provider.	Monitoring is robust, staff are aware of their responsibility to report any issues to ICT or the DSL for Online Safeguarding.
	<p><u>COMMUNICATE STRATEGY</u></p> <p>Schedule Staff meeting to ensure that all staff understand the school's statutory duties with regard to Internet monitoring</p>	Kelly Morgan	Summer 2 2019	Autumn 1 2019	Time	During the staff meeting Autumn 1 this will be shared with all staff as a polite reminder.	All staff are aware of their responsibility and understand the methods of recording and reporting Online Safeguarding issues.
	<p>Inform governors of statutory duty with respect to ensuring that an appropriate <u>monitoring system is in place.</u></p>	Kelly Morgan	Summer 2 2019	Autumn 1 2019	Time	This information will be shared during Autumn 1 2019.	All governors have knowledge of procedures for Online Safeguarding across school.

DIGITECH Project Plan - Managing Internet Provision

Tor View School 2019

Target	Actions/Tasks	Person Responsible	Review Date	Completion Date	Resources	Monitoring and Reporting	Success criteria
<p><u>Establishing the School Context.</u></p> <p>2B. School leaders including governors have a good understanding of the school's <u>level of risk</u> in regard to its Internet provision based upon a review against national criteria</p>	<p><u>INFORMATION GATHERING</u></p> <p>Online Safety Champion to prepare a report for SLT identifying school practice/ network risk factors. (i.e. Equipment distribution) DSL to brief SLT regarding any specific known risk factors within the school population.</p>	Kelly Morgan	Summer 2 2019	Autumn 1 2019	Time	Level of risk to take place during one of the first Online Safeguarding meetings Autumn 1.	<ul style="list-style-type: none"> Potential risks for our context and pupils are identified and control measure put in place.
	<p><u>POLICY DECISIONS</u></p> <p>*KEY SLT meeting* to determine the Risk level and as a result how the school network shall be monitored based upon National Low – Medium – High risk criteria.</p>	Kelly Morgan	Summer 2 2019	Autumn 1 2019	Time	Outcome of Online Safeguarding meeting to be discussed with SLT.	<ul style="list-style-type: none"> Online Team and SLT are aware of risk criteria.
	<p><u>COMMUNICATE STRATEGY</u></p> <p>Ensure that staff and governors are made aware of the outcome of this risk assessment and any specific responsibilities resulting from this.</p>	Kelly Morgan	Summer 2 2019	Autumn 1 2019	Time	Discuss with staff during a staff meeting or briefing to keep them up to date.	<ul style="list-style-type: none"> All staff are aware of risk for our setting.

DIGITECH Project Plan - Managing Internet Provision

Tor View School 2019

Target	Actions/Tasks	Person Responsible	Review Date	Completion Date	Resources	Monitoring and Reporting	Success criteria
2C. School leaders including governors have ensured that appropriate and robust <u>Internet monitoring systems</u> have been put into practice based upon risk assessment.	<u>INFORMATION GATHERING</u> Contact Internet Service Provider / Consult with IT technical support to explore how the required monitoring structure may be instigated. (nb this will depend largely upon the result of the risk assessment.)	Kelly Morgan	Summer 2 2019	Autumn 1 2019	Time	ICT external provider to provide this information.	Online Safeguarding Team are aware of robust monitoring.
	<u>POLICY DECISIONS</u> *KEY SLT meeting* <u>Low Risk Network -</u> Identify physical monitoring strategy <u>Medium Risk Network-</u> Consider implications of log scrutiny. <ul style="list-style-type: none"> • By whom? • Escalation strategy • Key reports design/ avoiding targeted monitoring • Technical / network implications, ie. Roaming IP addresses • Staff devices • Reporting mechanisms (to govs) 	Kelly Morgan	Summer 2 2019	Autumn 1 2019	Time	ICT external provider to provide this information.	SLT are fully aware of potential risk factors and control measures.

DIGITECH Project Plan - Managing Internet Provision

Tor View School 2019

	<u>COMMUNICATE STRATEGY</u>	Kelly Morgan	Summer 2 2019	Autumn 1 2019	Time	Communicate during scheduled meetings or more frequent where necessary.	All stakeholders have an awareness.
--	------------------------------------	--------------	---------------	---------------	------	-------------------------------------------------------------------------	-------------------------------------

Review Date	Overall progress against Priority.	Next Steps
September 2019	A vast amount of change to policy, practice and procedure has taken place during Summer 2019.	All of the new documentation to be shared and put into practice across the whole school.