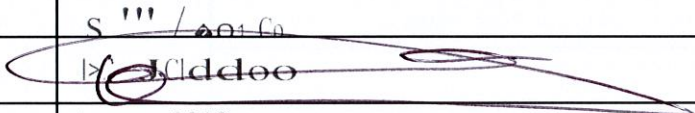




E-SAFETY POLICY

Date Created:	2015
Last Review:	23.01.2017
Reviewed by:	Soa...cJ
Approval Date:	5 / 10 / 17
Approval By:	 S. J. Cliddoo
Next Review	January 2019

E Safety Incident Form

If you have a concern about e-safety and/or have witnessed an incident please complete the form below in order for us to address the issue. It is important that you provide as much detail as possible to enable us to investigate the concern thoroughly and making sure children and safe online, both inside and outside school. Once completed and submitted this form will be sent to the schools E-safety Coordinator, as indicated in the E-Safety Policy. Please be assured that this incident form will be followed up as quickly as possible and confidential manner.

Name of person reporting incident:			
Signature:			
Date reporting incident:			
Where did the incident take place:	inside school?	<input type="checkbox"/>	Outside school?
Date of incident:			
Time of incident			

Who was involved in the incident?	Full name and contact details?
Child/young person	
Staff member	
Other, please specify	

Type of incident (indicate as many as apply)
Bullying or harassment (cyber bullying)
Deliberately bypassing security
Breach of Acceptable Use Policy
Hacking or virus propagation
Grooming
Racist, sexist, homophobic religious hate material
Terrorist material
Drug/bomb making material
Child abuse images
On-line gambling
Violent images

Soft core Pornographic Material	
Hardcore Pornographic Material	
Other, please specify	

Full description of the incident?	What, when, where, how?
Was social media involved?	Specify; Twitter, Facebook, WhatsApp, Snapchat, Instagram etc
Evidence of the incident attached?	Specify; what type of evidence, source etc

Immediate action taken following the reported incident:	
Incident reported to E-safety Coordinator/ Principal	
Advice sought from Safeguarding and Social Care	
Referral made to Safeguarding and Social Care	
Incident reported to police	
Incident reported to ICT Team	
Disciplinary action to be taken	
E-safety policy to be reviewed/amended	
Child's parents informed	
Incident reported to social networking site	
Child/young person debriefed	

Outcome of incident/investigation	
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This policy was adopted for full implementation on

This policy will be reviewed by the Governing Body on a 2 yearly cycle and must be signed by the Chair of Governors and the Principal.

Policy Reviewed:	5 TH July 2018
Next Review:	5 th July 2019
Signature of Chair of Governors	Signature of Principal

PLEASE ENSURE THAT ALL PAGES ARE DONE