



E-SAFETY POLICY

Date Created:	2015
Last Review:	23.01.2017
Reviewed by:	Board
Approval Date:	3/11/2016
Approval By:	D. Jaddoo
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 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 are 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	
Hard core 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:	3/11/2016
Next Review:	January 2019
Signature of Chair of Governors	Signature of Principal
	