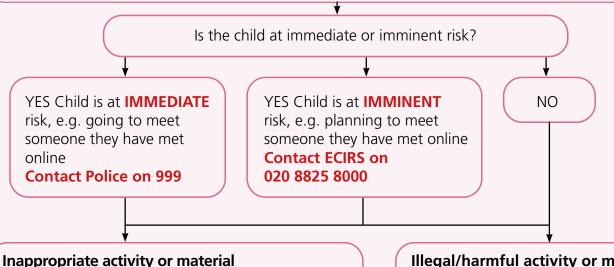
# Online safety incident raised by child / young person or member of staff

Inform the Designated Safeguarding Lead and record in the incident /concerns log (see Appendix 6).



(Bullying, adult content, peer related threats/ harassment, hacking, creating fake accounts, circulating offensive content such as messages/photos/ images, websites promoting issues such as selfharming and extremist behaviour found or suspected)

DSL action re: child or staff/volunteer

Illegal/harmful activity or material

(Grooming, online sexual exploitation, sexually explicit material shared with a child e.g. images/chat/conduct, child abuse images, high end cyberbullying, sexting found or suspected)

DSL action re: child or staff/volunteer

#### **CHILD**

- Inform parents/ carers
- Report to internet site if appropriate
- Log incident and keep any evidence e.g. screenshots & emails
- Refer for counselling if necessary

## **STAFF/VOLUNTEER**

- Report to manager
- Report to LADO (within 1 day)
- Log incident and keep any evidence report to police if necessary Follow disciplinary procedures

#### CHILD

- Inform parents/ carers
- Keep any evidence e.g. screenshots & emails
- Refer to ECIRS
- Refer for counselling if necessary
- Report: **If Illegal Activity** Report to Police **If Illegal Content** Report to Internet Watch Foundation **Child at Risk** Report to CEOP

www.ceop.gov.uk

## STAFF/VOLUNTEER

- Report to manager
- Report to LADO (within 1 day)
- Log incident and keep any evidence e.g. screenshots and e-mails
- Follow disciplinary Procedures
- Report: **If Illegal Activity** Report to Police **If Illegal Content** Report to Internet Watch Foundation www.iwf.org.uk

- Debrief on online safety incident and lessons learnt
- Review policies, procedures, technical tools and monitoring methods
- Review risk assessment to prevent future incidents
- Run awareness raising sessions for children and parents/carers