

Flowchart relating to an inappropriate e-safety incident



The Designated Safeguarding Lead and/or Head teacher should:
Record in the Academy e-safety incident log and keep any evidence

Incident could be:

- Using another persons user name and password,
- Accessing websites which are against school policy e.g. games,
- Using a mobile phone to take video during a lesson,
- Using the technology to upset or bully (in extreme cases could be illegal).

If member of staff has:

- Behaved in a way that has, or may have harmed a child,
- Possibly committed a criminal offence,
- Behaved towards a child in a way which indicates s/he is unsuitable to work with children.

**Contact: The Principal
01253 353155**

Review evidence and determine if the incident is accidental or deliberate.

Decide upon the appropriate course of action.

Follow Academy disciplinary procedures (if deliberate) If the Head teacher is involved contact the **Chair of the Academy Council**

Users must know to switch off their monitor, or close laptop if they find something unpleasant or frightening and then talk to a member of staff and/or the Designated Safeguarding Lead or Child Protection Officer.

YES

Did the incident involve a member of staff?

NO

Pupil as victim

Was the pupil the victim or the instigator?

Pupil as instigator

- Review incident and identify if other pupils were involved.
- Decide appropriate sanctions based on school rules/guidelines.
- Inform parents/carers if serious or persistent incident.
- In serious incidents consider informing the school **Child Protection Officer** as the child instigator could be at risk.
- Review Academy procedures/policies to develop best practice.