e-Safety incident log

Details of all e-Safety incidents must be recorded by staff and the e-Safety lead must be informed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date of incident | Name of individual(s) involved | Device number and location | Details of incident | Actions and reasons | Incident reported by |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Internet filtering change request

All filtering change requests submitted by staff must be recorded by the e-Safety lead, authorised, and submitted to the Network Manager or support organisation for completion

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| URL | Date | Description/ requested by | Authorisation | Confirmation | Changed by | Review date |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Form x: e-Safety incident monitoring form

|  |
| --- |
| Details of person reporting the incident  Name:  Phone number:  Email address: |
| Date of incident: |
| Where did the incident take place? |
| Description of the incident |
| Name(s) of those involved in the incident: |
| Age(s) of child(ren) involved: |
| Was the incident  Child on child Child on adult Adult on child Adult on adult |
| Type of incident  Sexual Profanity Violence Bullying Grooming Other  Please give details |
| How was the content accessed?  School internet via a PC/laptop via a tablet via a mobile phone via email  Tablet using alternative provider mobile phone using an alternative provider  Via an internet browser via a social media website via an app |
| What action was taken in relation to those involved in the incident? |
| What action was taken regarding the site/content accessed? |
| What follow-up action was taken?  Referral to LADO Referral to Children’s Social Care Advice to parents  Police investigation Other  Please provide details: |