# Online safety incident reporting form

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| 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  Staff member on child |
| 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: |