e-Safety incident log

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

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| --- | --- | --- | --- | --- | --- |
| 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

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| --- |
| Details of person reporting the incidentName: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 incidentChild on child Child on adult Adult on child Adult on adult |
| Type of incidentSexual Profanity Violence Bullying Grooming OtherPlease give details |
| How was the content accessed?School internet via a PC/laptop via a tablet via a mobile phone via emailTablet using alternative provider mobile phone using an alternative providerVia 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 parentsPolice investigation OtherPlease provide details: |