

Flowchart relating to an e-safety incident – staff as victims



All incidents should be reported to the Principal and/or Governors who will:

- Record in the Academy e-safety incident log
- Record the steps you took to resolve the incident
- Keep any evidence - printouts and screen shots as appropriate (do not resend)
- Consider involving the Chair of the Academy Council

Parents/Carers as instigators

Follow appropriate steps below:

Contact the person and invite into school and discuss using some of the examples below:

- You have become aware of ... discussions taking place online
- You want to discuss this ...
- You have an open door policy so disappointed they did not approach you first ...
- They have signed the Home School Agreement which clearly states ...

Request the offending material be removed.

If this does not solve the problem consider involving the Chair of the Academy Council

You may also wish to send a letter to the other parents involved.

Staff as instigators

Follow appropriate steps below:

- Contact AFCAT HR for initial advice
- **In all serious cases this is the first step.**
- If the case is not serious then contact the member of staff and request the offending material be removed immediately.
- Refer to the signed ICT Acceptable Use Agreement, Professional Code of Conduct and consider if this incident has an impact on the Contract of Employment of the member of staff.

Pupils as instigators:

Follow appropriate steps below:

- Identify the pupils involved,
- Ask pupil to remove offensive material. Refer to the signed Acceptable Use Agreement,
- If the perpetrator refuses to remove the material and is under 13 contact the Social Network who will close the account,
- Take appropriate actions in line with school policies/rules,
- Inform parents/carers if serious or persistent incident.

For serious incidents or further advice:

inform your local Police Neighbourhood Team.

If the child is at risk talk to your school Child Protection Officer who may decide to contact the LADO

Further contacts to support staff include:

FCAT HR, Blackpool Police, The Principal or Chair of Academy Council can be single point of contact to coordinate responses. The member of staff may also wish to take advice from their union.