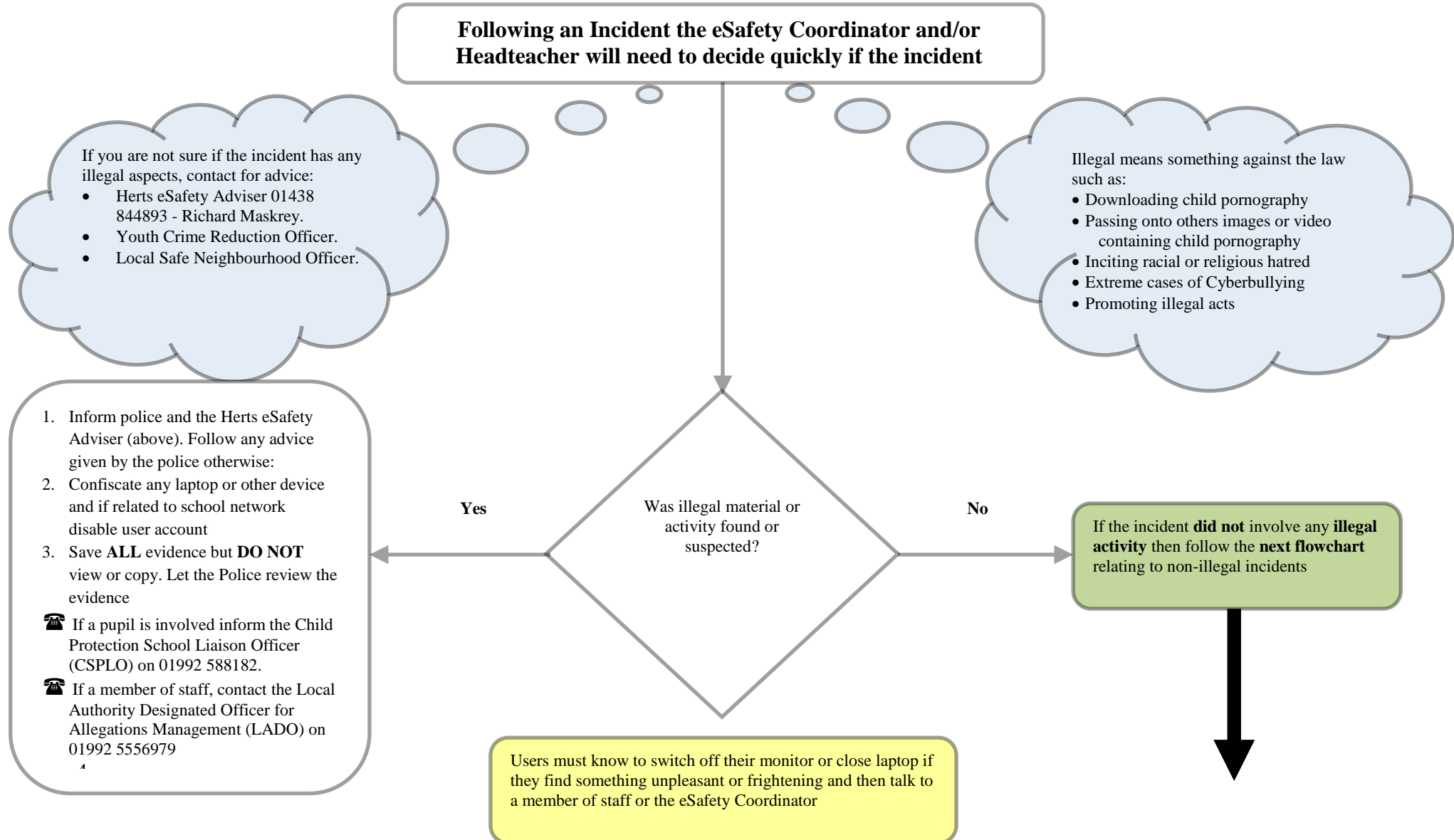


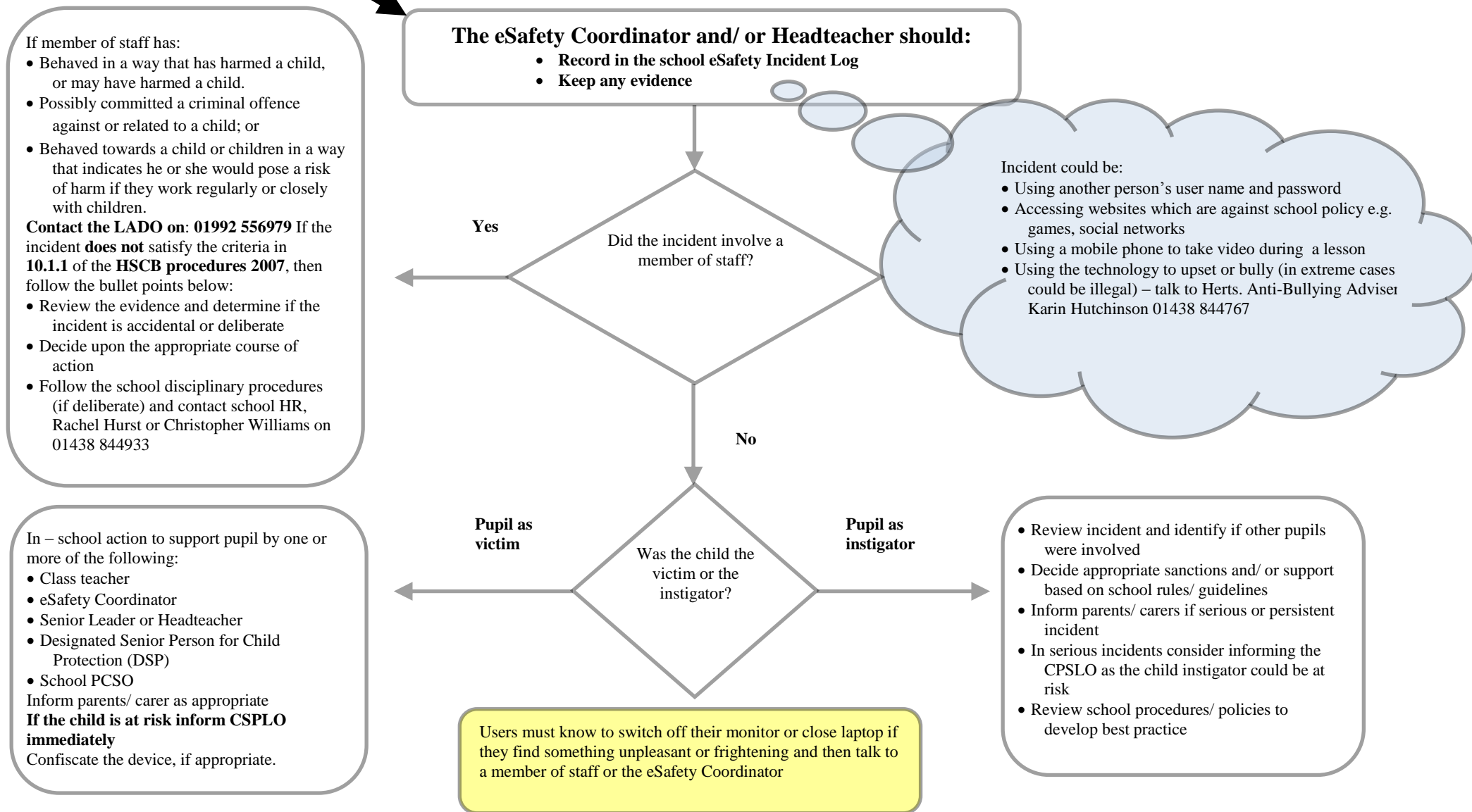
Appendix 3: How to manage an online safety incident – three flowcharts

**Hertfordshire Flowchart to support decisions related to an illegal eSafety Incident
For Headteachers, Senior Leaders and eSafety Coordinators**



Hertfordshire Managing an eSafety Incident Flowchart

For Headteachers, Senior Leaders and eSafety Coordinators



If member of staff has:

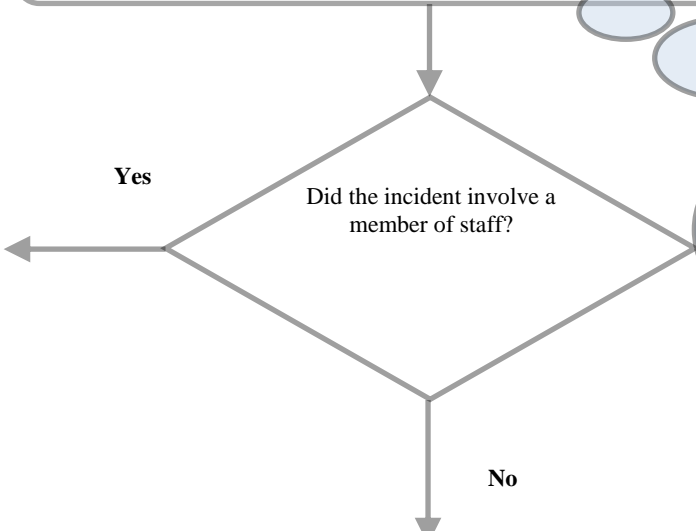
- Behaved in a way that has harmed a child, or may have harmed a child.
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

Contact the LADO on: 01992 556979 If the incident **does not** satisfy the criteria in **10.1.1** of the **HSCB procedures 2007**, then follow the bullet points below:

- Review the evidence and determine if the incident is accidental or deliberate
- Decide upon the appropriate course of action
- Follow the school disciplinary procedures (if deliberate) and contact school HR, Rachel Hurst or Christopher Williams on 01438 844933

The eSafety Coordinator and/ or Headteacher should:

- Record in the school eSafety Incident Log
- Keep any evidence



Incident could be:

- Using another person’s user name and password
- Accessing websites which are against school policy e.g. games, social networks
- Using a mobile phone to take video during a lesson
- Using the technology to upset or bully (in extreme cases could be illegal) – talk to Herts. Anti-Bullying Adviser Karin Hutchinson 01438 844767

In – school action to support pupil by one or more of the following:

- Class teacher
- eSafety Coordinator
- Senior Leader or Headteacher
- Designated Senior Person for Child Protection (DSP)
- School PCSO

Inform parents/ carer as appropriate

If the child is at risk inform CSPLO immediately

Confiscate the device, if appropriate.

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 or the eSafety Coordinator

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

Managing an eSafety Incident Flowchart involving staff as victims

For Headteachers, Senior Leaders and eSafety Coordinators

If you feel unable to report an incident to your HT you could talk to a member of SLT or contact the Hertfordshire eSafety Adviser 01438 844893
richard.maskrey@hertsforlearning.co.uk

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

- Record in the school eSafety Incident Log
- Keep any evidence – printouts and/ screen shots
- Use the 'Report Abuse' button, if appropriate
- Consider including the Chair of Governors and/ or reporting the incident to the Governing Body

Parents/ carers as instigators
 Follow some of the 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 Governors
- You may also wish to send a letter to the parent

Staff as instigator

Follow some of the steps below:

- Contact Schools HR for initial advice and/ or contact Schools eSafety Adviser in all serious cases this is the first step.
- Contact the member of staff and request the offending material be removed immediately. (In serious cases you may be advised not to discuss the incident with the staff member)
- 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 some of the steps below:

- Identify the pupil 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
- Anti-Bullying Adviser Karin Hutchinson 01438 844767
- If the child is at risk talk to your school DSP (Child Protection Officer) who may decide to contact LADO

Further contact to support staff include:

- District School Effectiveness Adviser DSEA
- Schools eSafety Adviser
- Schools HR
- School Governance
- Hertfordshire Police
- HCC Legal Helpline 01992 555536

The HT or Chair of Governors can be the single point of contact to coordinate responses.

- The member of staff may also wish to take advice from their union

