



Lodge Farm Online Safety Incident Log

The Online Safety Coordinator will record details of **all** online safety incidents. This incident log will be monitored termly by the Head teacher, Member of SLT or Chair of Governors. Any incidents involving Cyberbullying may also need to be recorded elsewhere.

Date and time	Name of pupil or staff member	Male or Female	Room and computer/ device number	Details of incident (including evidence)	Actions and reasons