

## E-safety incident report form

<b>Name of school/ Community group</b>		
Your name:	Your position:	Date and time of incident:
Details of e-safety incident		
Where did the incident occur? i.e. at school/ community group or home:		
Who was involved in the incident? Was it Child/young person <input type="checkbox"/> Name of child..... OR Staff member/ volunteer <input type="checkbox"/> Name of staff member/ volunteer.....  Other <input type="checkbox"/> please specify		
Description of incident - Please be specific (including IP addresses, relevant user names, devices and programmes used)		
<b>Action taken:</b> <input type="checkbox"/> Incident reported to head teacher/senior manager <input type="checkbox"/> Advice sought from Safeguarding and Social Care <input type="checkbox"/> Referral made to Safeguarding and Social Care <input type="checkbox"/> Incident reported to police <input type="checkbox"/> Incident reported to Internet Watch Foundation <input type="checkbox"/> Incident reported to IT <input type="checkbox"/> Disciplinary action to be taken <input type="checkbox"/> E-safety policy to be reviewed/amended <input type="checkbox"/> Other (please specify) .....		
Outcome of investigation:		