Staff Response to an E-Safety Incident of Concern:

**e-Safety Incident occurs**

- **If a child is at immediate risk**
  - Follow the school’s child protection procedures, informing the school Child Protection Lead
  - Unsure? Contact Local Authority Child Protection Advisors

- **If in immediate danger...**
  - (E.g. grooming, child online sexual exploitation, high end cyberbullying: serious threats, inappropriate sexual chat or conduct, pressure to send images, sexting)
    - Contact Police 999

- **If in imminent danger...**
  - (E.g. planning to meet someone they have met online)
    - Contact ECIRS

**Illegal/Harmful Activity or Material found/suspected**

- (E.g. grooming, child online sexual exploitation, high end cyberbullying: serious threats, inappropriate sexual chat or conduct, pressure to send images, sexting)
  - Child:
    - Confiscate any devices involved to retain evidence as per school procedures
    - Refer to Social Care via your designated Child Protection Lead
  - Staff:
    - 1. Report to Headteacher
    - 2. Report to LADO within 1 day (as per statutory requirement)
    - 3. Contact ECIRS and decide with them if Police CP Team need to be informed
    - 4. Keep any evidence (e.g. screenshots, emails)
  - Refer to ECIRS or any allocated social worker via the school's designated Child Protection Lead
  - Contact UK Safer Internet Centre Helpline to report/remove inappropriate content

**Inappropriate Activity or Material found/suspected**

- (E.g. Peer-related threats/harassment, hacking, creating fake accounts, circulating offensive messages/photos/videos)
  - Child:
    - Contact e-safety Coordinator to investigate/report to site as violation of terms
    - Keep any evidence (e.g. screenshots, emails)
    - Record in School’s e-Safety log
    - Inform parents/carers
    - Institute restorative approaches
  - Staff:
    - 1. Report to Headteacher
    - 2. Report to LADO within 1 day (as per statutory requirement)
    - 3. Contact ECIRS and decide with them if Police CP Team need to be informed
    - 4. Keep any evidence (e.g. screenshots, emails)
    - 5. Request support/advice from e-Safety Coordinator
    - 6. Disciplinary
    - 7. School support, e.g. counselling

**Whole School Action:**
- Review school policies & procedures to develop best practice
- Staff Training

**Instigator:**
- Support/advice from e-Safety Coordinator
- Review incident and identify if other pupils were involved
- Decide on appropriate sanctions based on school rules/policies
- Training/restorative justice
- Review School Procedures to develop best practice

**Victim:**
- Support/advice from e-Safety Coordinator
- School support, e.g. counselling, Peer mentoring
- Update parents/carers

**Useful School Contacts:**
- Child Protection Officer:
- E-Safety Coordinator:
- Safer School Officer:
- Child Protection Advisors
- Other details:

**External Contacts as a Resource**
- ECIRS (Ealing Children’s Integrated Response Service) – 020 8825 8000
- Local Authority Child Protection Advisors – 020 8825 8268/9332/9316/6404
- LADO (Local Authority Designated Officer) 020 8825 8930
- Click CEOP – Parents & pupils can contact CEOP directly if child is in immediate risk
  - http://ceop.police.uk/safety-centre/
- UK Safer Internet Centre Helpline – 0844 381 4772