

Tor View Community School Flow Chart for managing an online safety incident



The online safety coordinator and relevant members of the senior leadership team should:

- Record in the school online safety log
- Keep any evidence
- Decide whether it's a technical breach or a safeguarding breach

If a member of staff has:

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

Contact the LADO (Tim Booth) on 01772 536694

Incident could be:

- Using another persons user name or password
- Accessing website's which are against school policy e.g. games and social networks.
- Using mobile phone to take a video during lesson.
- Using the technology to upset or bully(In extreme cases could be illegal) - talk to Lancashire Health Safety & Wellbeing Team.

Did the incident involve a member of staff ?

Yes

No

In School action to support a pupil by one of the following:

- Form teacher
- Online Safety Coordinator
- Senior Leader or Head of School/Executive Principal
- Designated Senior Leader for Child Protection.(DSL)
- School PCSO inform parents/carers as appropriate.

If the child is at risk inform Lancashire Safeguarding Children Board (LSCB) Immediately

- Confiscate the device, if appropriate

Pupil as victim

Pupil as instigator

Was the child the victim or the instigator ?

Users must know to switch off their monitor or close their laptop if they find something unpleasant, frightening and then talk to a member of staff or a member of SLT.

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