



Incident assessed to consider who will need to take in school action:

- Class teacher
- Safeguarding/Esafety Coordinator
- Senior Leader or Head Teacher
- School Child Protection Officer

In appropriate image viewed by child/ren

- Turn off monitor
- Isolate computer
- Ask another adult without sight of pupils to view
- Contact ICT Technician to block access to site and review firewall.
- Record on Incident form and contact parents to notify
- Provide support for the child/ren who viewed image.

Unacceptable contribution to a school webpage or forum online/ email

- Take a screen shot/print out of contribution including the name of the contributor
- ICT Technician to delete contribution and if email freeze account
- Record incident on form and contact parents of both parties
- Discuss contribution with child/ren involved.
- Warning given to child/ren or sanctions applied as appropriate.

Bullying contribution to a school's webpage or forum online

- Take a screen shot/print out of contribution including the name of the contributor
- ICT Technician to delete contribution and if email freeze account
- Record incident on form and contact parents of both parties
- Discuss contribution with child/ren involved.
- Warning given to child/ren or sanctions applied as appropriate with school's bullying policy

Child safety concern about a contribution to a school's webpage or forum

- Implement safeguarding procedures.