What to do if a pupil or a teacher reports an e-safety incident

- **E-safety incident**
  - Inform designated safeguarding lead / child protection officer

**Who is involved?**

- **Staff victim (child perpetrator)**
- **Staff perpetrator**
- **Child perpetrator**
- **Child victim**

**Type of activity**

- **Illegal**
- **Inappropriate**

**Child Protection issues?**

- **YES**
- **NO**

**Internal Action:**
- Inform parents/carers
- Risk assessment
- Discipline
- Counselling
- Referral to other agencies
- Debrief/lessons learned
- Review policies
- Monitor

**Report to:**
- Headteacher
- Local Authority Designated Person and Police, if child thought to be in immediate danger
- Children’s Social Care Team and Police, if child thought to be in immediate danger

**Report to:**
- Police/IWF/CEOP
- IWF/CEOP
- Children’s Social Care
- Police

**Secure and preserve all evidence and hardware**

**Report to:**
- Designated safeguarding lead
- City of London Police

**Internal Action:**
- Discipline
- Risk assessment
- Lessons learned
- Review policies

**Report to:**
- Designated safeguarding lead
- City of London Police

**Report to:**
- Headteacher

**Every childhood is worth fighting for**