Flowcharts for responding to e-safety incidents



Baildon CE School

Table of Contents

- ► Inappropriate Messaging
- ► Online Bullying
- ► <u>Witnessing inappropriate content</u>
- ► Sharing nudes / semi nudes
- Acts of voyeurism
- ► <u>Disclosure of contact</u>
- Statuary guidance and documentation used to inform these policies

Inappropriate Messaging

This may include:

- inappropriate messages from pupils to other pupils or staff using teams, the VLE or social media
- Inappropriate messages from parents using their children's log in or own accounts to year group emails
- inappropriate blog or forum posts and comments

content and

making copies

an illegal act.

would constitute

Step Five – depending on Step Four Step One Step three Step two the severity of the incident Staff member Ask if those SLT to investigate 1st incident -Warning to Details to be involved have and respond **in** pupil and parents becomes aware shared with through MS Teams / of incident. any screenshots accordance with TVDG / S. Smith as evidence. **Email** school e-safety through CPOMS Staff member to 2nd incident - Warning via policy record details of Do NOT telephone conversation **DOWNLOAD ANY** with parent incident including names. **IMAGES SENT** as 3rd incident - Pupils account to have they may contain illegal privileges suspended

and letter sent to parents

Details recorded using E-

safety Monitoring form

Follow-up in class with

PHSE activities etc

and C-Poms

Online Bullying

This may include:

- inappropriate messages from pupils to other pupils or staff using teams, the VLE or social media
- Inappropriate messages from parents using their children's log in or own accounts to year group emails
- inappropriate social media, blog, forum posts

Step One Step three Step two Step Four Staff member Ask if those SLT to investigate Details to be becomes aware involved have and respond in shared with of incident. any screenshots accordance with TVDG / S. Smith as evidence. school e-safety through CPOMS Staff member to policy record details of DO NOT **DOWNLOAD ANY** incident including names **IMAGES SENT** as they may contain illegal content and

making copies

an illegal act.

would constitute

Step Five – depending on the severity of the incident

- 1st incident -Warning to pupil and parents through MS Teams / Email
- 2nd incident Warning via telephone conversation with parent
- 3rd incident Pupils account to have privileges suspended and letter sent to parents
- Details recorded using Esafety Monitoring form and C-Poms
- Follow-up in class with PHSE activities etc

Witnessing Inappropriate Content

This may include:

Pupils watching videos or seeing images involving pornographic or sensitive material

Step One



Step three

Step Four

Step Five

Staff member becomes aware of incident.

DO NOT DOWNLOAD, save, open or forward ANY IMAGES SENT as they may contain illegal content and making copies would constitute an illegal act.

If in school, Take control of the device -do not turn it off

If it is on a computer, turn the monitor off / minimise the browser.

If on an Ipad, press the home button and close the cover.

If disclosed via remote learning, Staff member to record details of incident including names.

If this happens in school, ring Sam Smith (or another member of the safeguarding team) and ask for her to come to the location of the incident.

If this has been disclosed via home learning channels, the details are to be shared with Safeguarding Team through cpoms

Safeguarding team to investigate and respond in accordance with school esafety policy.

Parents to be contacted regarding incident / concerns.

Details recording using E-safety C-Poms report

If illegal material has been witnessed, contact community police officer for guidance.

Sharing nudes and semi-nudes

This may include:

Pupils sharing images of themselves or others in a state of undress.

Step One – staff becomes aware of situation

Step Two

Step three



If you have viewed the imagery by accident (e.g. if a pupil has showed it to you before you could ask them not to), report this to the DSL and seek support.

Do not delete the imagery or ask the young person to delete it. Do not ask the child/children or young person(s) who are involved in the incident to disclose information regarding the imagery. This is the responsibility of the DSL (or equivalent).

Do not share information about the incident with other members of staff, the young person(s) it involves or their, or other, parents and/or carers.

Do not say or do anything to blame or shame any young people involved.

Do explain to them that you need to report it and reassure them that they will receive support and help from the DS Team

Define the incident, is it:

Aggravated

- Adult involved
- Youth Intention to harm
- Youth reckless misuse Experimental
- Romantic
- Attention seeking
- Other

Further details / Statuary guidance document is saved in the e-safety folder,

Details recording using form and C-Poms

Parents to be contacted regarding incident / concerns.

Contact police if children are in direct risk.

Inform external agencies if needed

Acts of voyeurism

This may include:

Pupils making inappropriate images of others without their consent, i.e. upskirting

Step One – staff becomes aware of situation

Never view, copy, print, share, store or save the imagery yourself, or ask a child to share or download – this is illegal.

If you have viewed the imagery by accident (e.g. if a pupil has showed it to you before you could ask them not to), report this to the DSL and seek support.

Do not delete the imagery or ask the young person to delete it. Do not ask the child/children or young person(s) who are involved in the incident to disclose information regarding the imagery. This is the responsibility of the DSL (or equivalent). Do not share information about the incident with other members of staff, the young person(s) it involves or their, or other, parents and/or carers.

Do explain to them that you need to report it and reassure them that they will receive support and help from the DS Team

Step Two



Contact S.S. / K.S. Immediately

Details recording using form and C-Poms

Step three

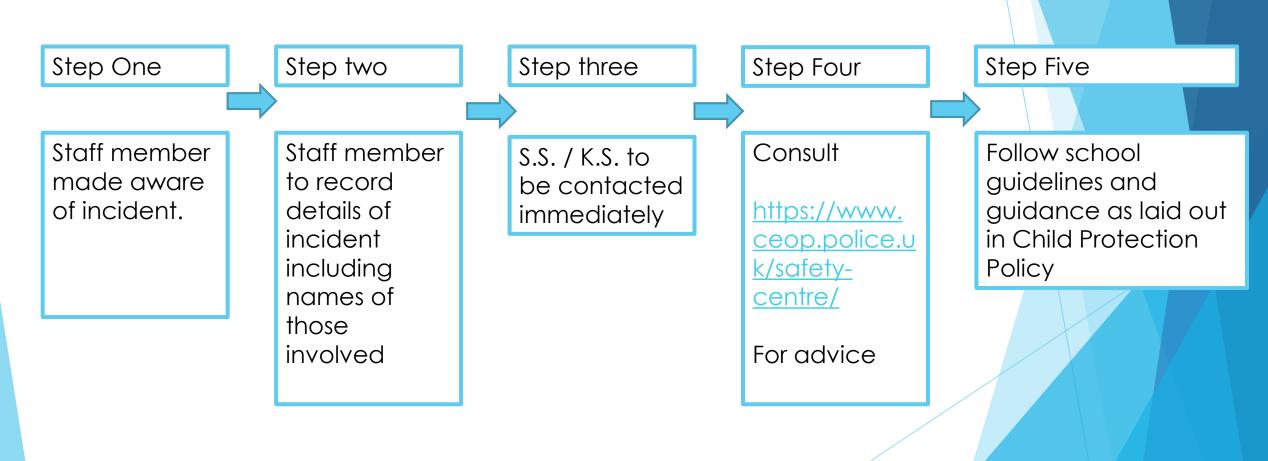
Parents to be contacted regarding incident / concerns.

Inform external agencies if needed.

Disclosure of contact

This may include:

A pupil has reported feeling uncomfortable after being contacted online. This may be through social networking, email, text, phone or by other means.



Statuary guidance and Documentation used to inform these policies

- https://www.gov.uk/government/publications/sharing-nudes-and-seminudes-advice-for-education-settings-working-with-children-and-youngpeople
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_n_2020 Update January_2021.pdf
- https://www.gov.uk/government/publications/teaching-online-safety-inschools
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/374850/Cyberbullying_Advice_for_Headtea_chers_and_School_Staff_121114.pdf