

# Flowcharts for responding to e-safety incidents

Baildon CE School



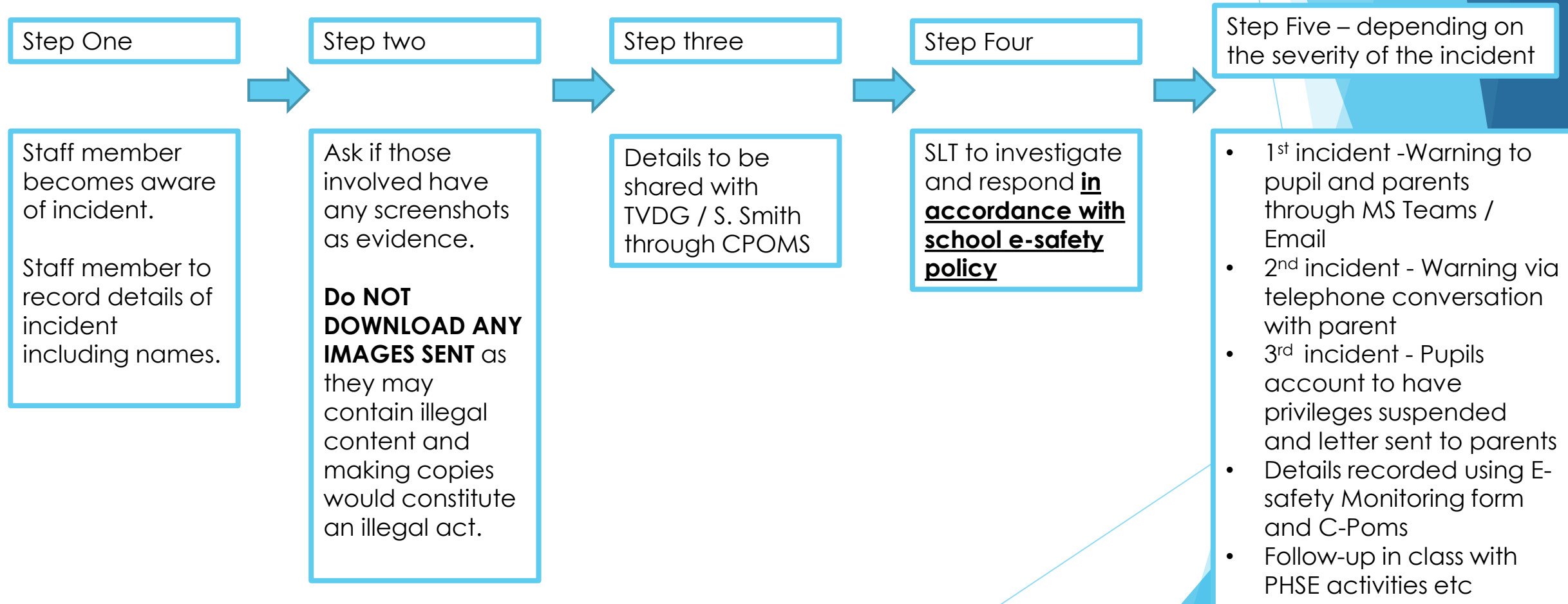
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# Inappropriate Messaging

This may include:

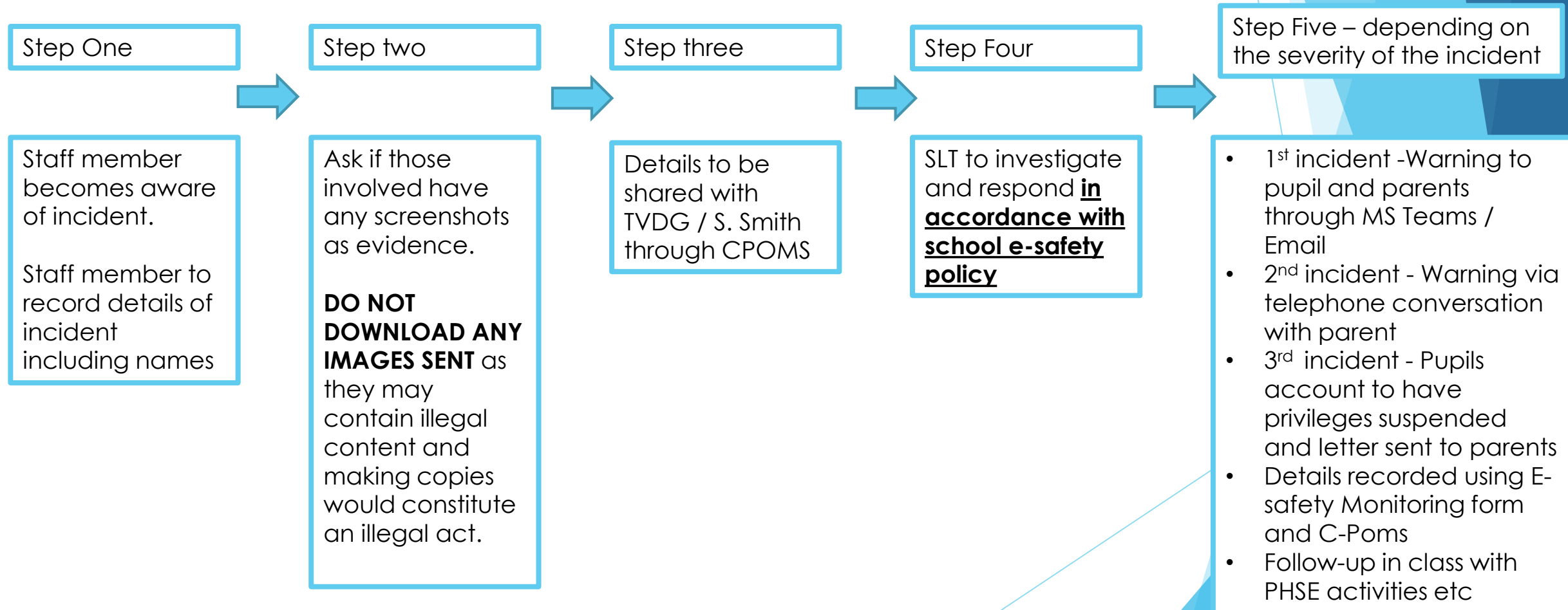
- inappropriate messages from pupils to other pupils or staff using teams, the VLE or social media
- Inappropriate messages from parents using their children's log in or own accounts to year group emails
- inappropriate blog or forum posts and comments



# 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



# Witnessing Inappropriate Content

This may include:

- Pupils watching videos or seeing images involving pornographic or sensitive material

## Step One

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.

## Step three

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

## Step Four

Safeguarding team to investigate and respond in accordance with school e-safety policy.

## Step Five

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

**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 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

Step Two

Define the incident, is it:

Aggravated

- Adult involved
- Youth – Intention to harm
- Youth – reckless misuse

Experimental

- Romantic
- Attention seeking
- Other

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

Details recording using form and C-Poms

Step three

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

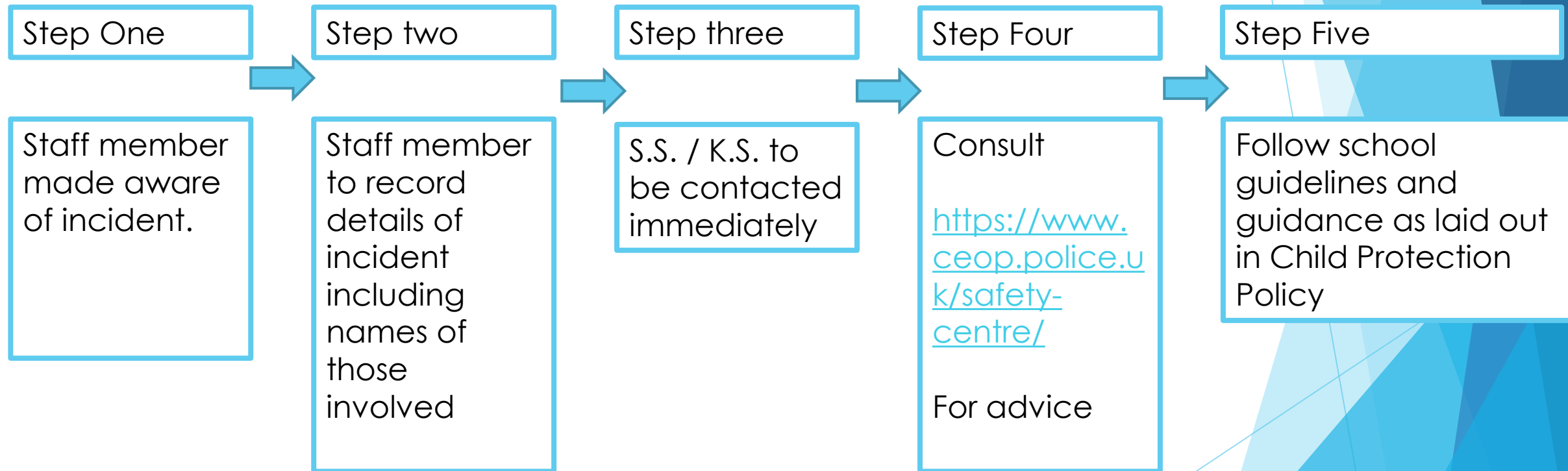
Parents to be contacted  
regarding  
incident /  
concerns.

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.





# Statutory guidance and Documentation used to inform these policies

- ▶ <https://www.gov.uk/government/publications/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people>
- ▶ [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/954314/Keeping children safe in education 2020 - Update - January 2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_-_Update_-_January_2021.pdf)
- ▶ <https://www.gov.uk/government/publications/teaching-online-safety-in-schools>
- ▶ [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/374850/Cyberbullying Advice for Headteachers and School Staff 121114.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/374850/Cyberbullying_Advice_for_Headteachers_and_School_Staff_121114.pdf)