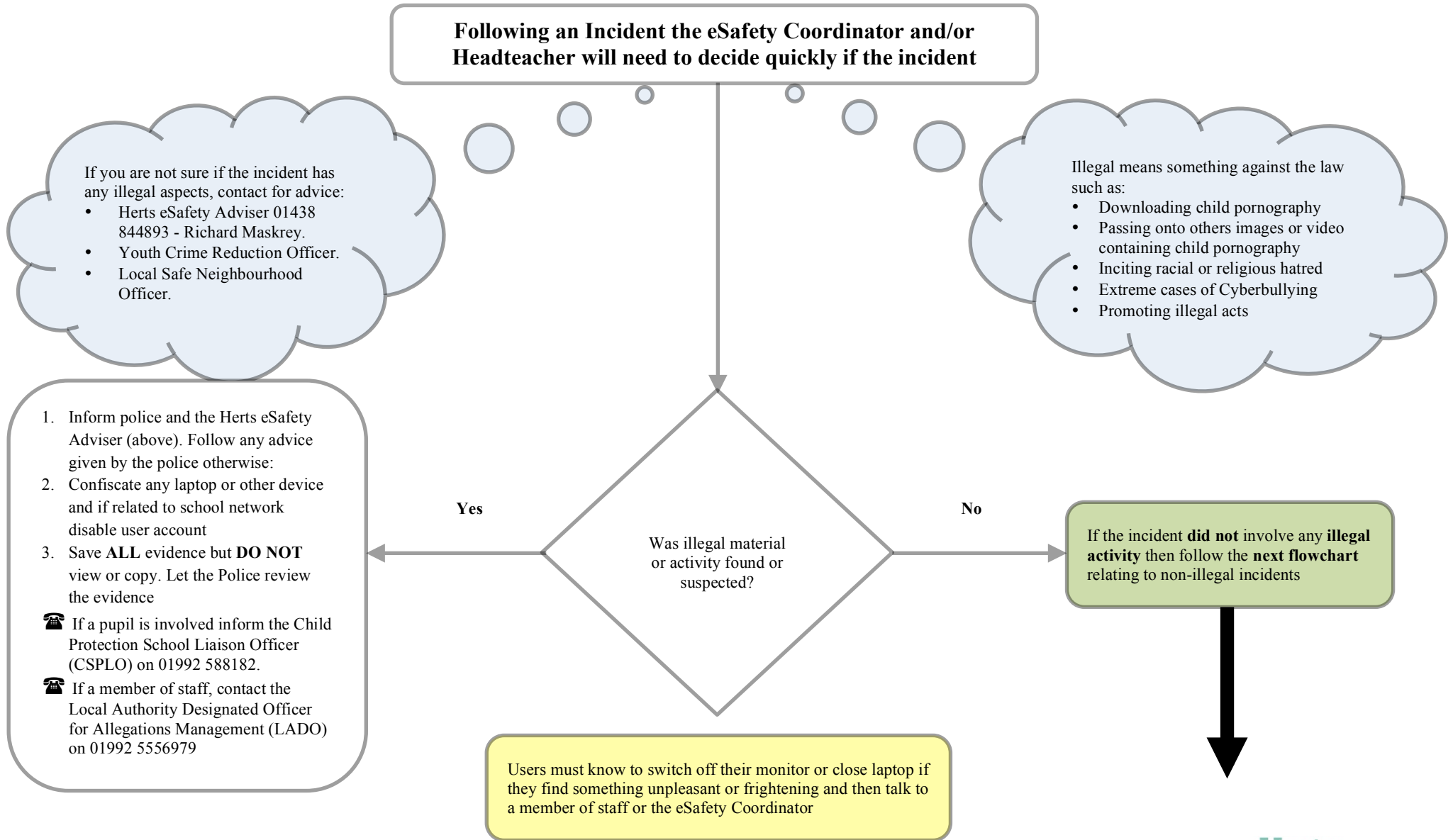


## Hertfordshire Flowchart to support decisions related to an illegal eSafety Incident For Headteachers, Senior Leaders and eSafety Coordinators



If the incident **did not** involve and illegal activity then follow this flowchart

## Hertfordshire Managing an eSafety Incident Flowchart For Headteachers, Senior Leaders and eSafety Coordinators

If member of staff has:

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

**Contact the LADO on: 01992 556979** If the incident **does not** satisfy the criteria in **10.1.1 of the HSCB procedures 2007**, then follow the bullet points below:

- Review the evidence and determine if the incident is accidental or deliberate
- Decide upon the appropriate course of action
- Follow the school disciplinary procedures (if deliberate) and contact school HR, Rachel Hurst or Christopher Williams on 01438 844933

In – school action to support pupil by one or more of the following:

- Class teacher
- eSafety Coordinator
- Senior Leader or Headteacher
- Designated Senior Person for Child Protection (DSP)
- School PCSO

Inform parents/ carer as appropriate  
**If the child is at risk inform CSPLO immediately**

Confiscate the device, if appropriate.

**The eSafety Coordinator and/ or Headteacher should:**

- Record in the school eSafety Incident Log
- Keep any evidence

Did the incident involve a member of staff?

Yes

No

Incident could be:

- Using another person's user name and password
- Accessing websites which are against school policy e.g. games, social networks
- Using a mobile phone to take video during a lesson
- Using the technology to upset or bully (in extreme cases could be illegal) – talk to Herts. Anti-Bullying Adviser Karin Hutchinson 01438 844767

Was the child the victim or the instigator?

Pupil as victim

Pupil as instigator

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

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

# Hertfordshire Managing an eSafety Incident Flowchart involving staff as victims

## For Headteachers, Senior Leaders and eSafety Coordinators

