

# Online Safety incident report form

This form should be kept on file and a copy emailed to The Jubilee Academy's e-safety officer at [m.booth@thejubileeacademy.org.uk](mailto:m.booth@thejubileeacademy.org.uk) and [a.goodenough@thejubileeacademy.org.uk](mailto:a.goodenough@thejubileeacademy.org.uk)

## Details of incident

<p><b>Date happened:</b> _____ <b>Date reported:</b> _____</p> <p><b>Time happened:</b> _____</p> <p><b>Name of person reporting incident:</b> _____</p> <p>If not reported, how was the incident identified? _____</p> <p><b>Where did the incident occur?</b> <input type="checkbox"/> In school setting                      <input type="checkbox"/> Outside school setting</p> <p><b>Who was involved in the incident?</b> <input type="checkbox"/> child/young person                      <input type="checkbox"/> staff member                      <input type="checkbox"/> other (please specify _____)</p> <p><b>Type of incident:</b> <input type="checkbox"/> bullying or harassment (cyber bullying) <input type="checkbox"/> deliberately bypassing security or access <input type="checkbox"/> hacking or virus propagation <input type="checkbox"/> racist, sexist, homophobic religious hate material <input type="checkbox"/> terrorist material <input type="checkbox"/> drug/bomb making material <input type="checkbox"/> child abuse images <input type="checkbox"/> on-line gambling <input type="checkbox"/> pornographic material <input type="checkbox"/> illegal pornographic material <input type="checkbox"/> other (please specify) _____</p>
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## Nature of incident

<p><input type="checkbox"/> <b>Deliberate access</b></p> <p>Did the incident involve material being; <input type="checkbox"/> created                      <input type="checkbox"/> viewed                      <input type="checkbox"/> printed                      <input type="checkbox"/> shown to others <input type="checkbox"/> transmitted to others                      <input type="checkbox"/> distributed</p> <p>Could the incident be considered as; <input type="checkbox"/> harassment                      <input type="checkbox"/> grooming                      <input type="checkbox"/> cyber bullying                      <input type="checkbox"/> breach of AUP</p> <p><input type="checkbox"/> <b>Accidental access</b></p> <p>Did the incident involve material being; <input type="checkbox"/> created                      <input type="checkbox"/> viewed                      <input type="checkbox"/> printed                      <input type="checkbox"/> shown to others <input type="checkbox"/> transmitted to others                      <input type="checkbox"/> distributed</p>
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**Description of incident (including any accessed URLs)**

**Action taken**

**Reporting Staff Member**

- Incident reported to ICT
- Incident reported E-safety Coordinator
- Behaviour Point logged on SIMS
- Device confiscated from student
- Student removed from classroom/away from equipment

**ICT**

- Impero/Lightspeed logs acquired
- Student access blocked pending investigation
- Incident reported to E-safety Coordinator
- Incident reported to social networking site
- Impero/Lightspeed filtering updated
- ICT AUP to be reviewed/amended/updated
- E-safety Incident Log Updated
- e-safety policy to be reviewed/amended/updated
- Behaviour Point logged on SIMS (if not done by reporting staff member)

**E-Safety Coordinator/SLT**

- Statements Gathered
- Advice sought from Safeguarding and Social Care
- Referral made to Safeguarding and Social Care
- Incident reported to social networking site
- incident reported to police
- Child's parents informed
- Disciplinary action to be taken
- Child/young person debriefed

**Outcome of incident/investigation**

