# **Appendix A10 from Online Safety Policy Templates**

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# **A10 Responding to incidents of misuse – flow chart**

## Online Safety Incident Flowchart

Unsuitable materials or activity

Illegal materials or activities found or suspected.

Initial review/Professional strategy meeting with Designated Safeguarding Lead (DSL)/ Senior team

Report to the Designated Safeguarding Lead (DSL) who may also be responsible for Online Safety

Report to Police and report under local safeguarding arrangements.

DO NOT DELAY, if you have any concerns, report them immediately.

Secure and preserve evidence.

Remember do not investigate yourself. Do not ask leading questions1.

Debrief on online safety incident.

Record details in incident log

Review polices and share experiences and practice as required.

Keep incident log up to date and make available to LA/MAT, Governing Body etc. as required.

Await Police response.

If no illegal activity or material is confirmed, then revert to internal procedures.

If illegal activity or materials are confirmed, allow Police or relevant authority to complete their investigation and seek advice from the relevant professional body.

Implement changes.

Monitor situation.

The DSL/Headteacher is responsible for wellbeing and as such should be informed of anything that places a child at risk, BUT safeguarding procedures must be followed.

In the case of a member of staff or volunteer, it is likely that a suspension will take place at the point of referral to police, whilst police and internal procedures are being undertaken.

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