# **Appendix A12 from Online Safety Policy Templates**

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| --- | --- | --- | --- | --- | --- | --- |
| A12 Reporting Log Group: | | | | | | |
| Date | Time | Incident | Action Taken | | Incident Reported By | Signature |
| What? | By Whom? |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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