

REPORTING AN E-SAFETY INCIDENT - ALL SETTINGS

SETTING

IMMEDIATE ACTION

A CONCERN IS RAISED

Seek advice from the designated person for e-safety and/or Local Authority

Secure and preserve all evidence and hardware in the interim

This might mean isolating a machine and making sure it's not used, do not switch off the device as this might lose important evidence

Inform your senior manager and child protection staff

Make a written record of the concern and your actions

NCC & School networks

Contact Richard Taylor to discuss incident and plan of action

richard.taylor@northumberland.gov.uk

Non-NCC Networks

Follow your relevant e-safety Incident Reporting and Child Protection procedures and agree a strategy for dealing with the incident.

For information and advice, contact the Local Authority Designated Officer (LADO)

Carol.Glasper@northumberland.gov.uk

RT to coordinate the investigation of the incident

Liaise with the e-safety lead in setting, Info Services security team, legal service and police as appropriate

Are there any Child Protection concerns?

No

Yes Contact LADO

LADO will agree a strategy for intervention

Within 1 working day

Possible referral to:

- Northumbria Police Specialist Investigation Unit
- CS e-safety SLA Team
- FACT Locality Office

RT organise internal investigation, liaise with setting and report

this might include: Senso analysis, forensic examination and securing of equipment, liaison with Info Services security team, liaison with legal service and police

Report to Designated Officer for e-safety, School, Head of Service

LOCAL AUTHORITY

ALL PARTIES

REVIEW by LA and School:

Consider whether the incident has procedural, training or security implications. Share the information

