eSafety First Responders' Guide

Preserve the evidence

Ensure children do not come into contact with the incident. Turn off monitors.

Judge the seriousness of the incident. Does it need to be referred to other agencies? (See over)

Do I need to inform the police?

Do I need to follow the safeguarding procedures?

Do I need to follow the procedures for allegations made against those who work with children?

Do I need technical assistance?

Keep a record of events.

Yes

Pass on the information. Follow externally set safeguarding procedures
Contact Line manager; SLT; LADO, DSP, Police, technical, CEOP, HR

Take any sanctions identified from external advice or from internal procedures/policy; follow guidance from HR, unions if necessary

Prevent
Review policies & procedures to prevent re-occurrence
Consider eSafety training for staff and pupils

No

Is the incident a specific breach of the organisation's …

- Behaviour policy?
- Acceptable use policy?
- Contract of employment?
- Home-school agreement?

No – there are no policies in place

Yes

Am I responsible for dealing with the incident?

No

Get support from a senior person or line manager.

Yes

Follow the procedures identified in your policies or if no policies in place seek advice if serious breach which cannot be dealt with using normal rules of establishment

- Keep a written record
- Involve others who can assist in treating any harmful effect or help in the investigation
- Provide support for any victims/bystanders

The following are triggers which should result in the police being contacted:

- actual harm caused by violence, abuse or harassment or evidence that has occurred or is being incited or planned, including menacing behaviour, incitement, grooming or accessing indecent images
- theft or damage to property, including property kept online, and denial of service or access
- serious fraud and identity theft, including serious breaches of copyright
- distribution or possession of obscene, or hateful materials
- self harm or severe distress caused by repeated acts which in themselves may not appear significant e.g. Cyberbullying

Safeguarding concerns with regard to the behaviour of someone who works with children

This may be because that person has

- behaved in a way which has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child (e.g. by being abusive or grooming a child for later abuse)
- behaved towards a child or children in a way which indicates that he/she is unsuitable to work with children
- has viewed or taken pictures of children or young people which make you feel uncomfortable

If there is a concern for the safety or well being of a child, because there are suspicions, signs or symptoms of child abuse or harm, the normal Safeguarding Children Board Procedures must be followed. Contact the LADO or DSP.

Seeking technical assistance

If material is found on a computer or device which could result in a criminal prosecution then technical support should be sought to deal with the equipment in order to preserve the evidence.

- Monitors may be switched off but computers should not be switched off or powered down.
- Computers which are already off should not be turned on.
- Photographs may be taken of the screen or printouts made as long as doing so does not itself constitute a criminal offence e.g. photographing indecent images of children under 18 years.
- Smaller devices (mobile phones, cameras) should be locked away, and potential evidence should NOT be deleted.
- Content on a shared network should be taken out of service until an investigation can be completed by a technically competent person.