Askwith Primary School e-safety incident report form

Your details	
Name:	Position:

Details of e-safety incident	

Date and time of the incident:	

Where did the incident occur? (School: lesson/after school club/playtime/at home)

Who was involved in the incident?

☐ Child/young person	Name:
☐ Staff member/volunteer	Name:
☐ Other (please specify:	Name:

Description of the incident? (Include internet address, relevant user names, devices and programmes used)

Action taken:
- ☐ Incident reported to headteacher/designated person in charge of child protection
- ☐ Incident reported to police
- ☐ Incident reported to Internet Watch Foundation
- ☐ Incident reported to Schools ICT
- ☐ E-safety policy to be reviewed amended
- ☐ Other (please specify)

Outcomes of action taken:

Signed:

Person completing form:	Headteacher/designated person in charge of child protection: