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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | e-safety incident raised by adult at risk, or member of staff | | | | | | | | | | |  | | | |
|  | | | |  | | |  | | | | |  | | |  | | | |
|  | | | | Complete **e-Safety Incident Form** (Appendix 4.15) and inform DSW Lead Welfare Officer | | | | | | | | | | |  | | | |
|  | | | |  | | |  | | | | |  | | |  | | | |
|  |  | | Incident is inappropriate but not illegal (bullying, inappropriate content, i.e. jokes, violent action films) | | | | |  | | |  | Incident involves illegal material or activity (grooming, child abuse images) | | | | |  | |
|  | | | |  | | |  | | | | |  | | |  | | | |
|  | | If the adult at risk is accountable decide on appropriate course of action | | |  | If member of staff is accountable, DSW Lead Welfare Officer in conjunction with DSW Independent Verifying Officer to decide on appropriate course of action | | |  | Illegal activity | | |  | Illegal content |  | Adult at risk is placed at risk | |  |
|  | |  | | |  |  | | |  |  | | |  |  |  |  | |  |
|  | | **Possible internal actions**   * Inform parents/carers * Carry out risk assessment to prevent future incidents * Disciplinary action for staff member | | | | | | |  | Report to Police and refer incident to DSW Independent Reporting Officer | | |  | Report to Internet Watch Foundation (IWF) and refer incident to DSW Independent Reporting Officer |  | Report to Police if risk is immediate danger; and refer incident to DSW Independent Reporting Officer | |  |
|  | |  | | |  |  | | |  |  | | |  |  |  |  | |  |
|  | | Debrief on e-safety incident and lessons learnt. Make amendments to processes and policies if necessary. | | | | | | |  | Follow advice on securing and preserving evidence until the relevant agency can review it | | | | | | | |  |
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|  | |  | | |  |  | | |  | **Possible internal actions**   * Inform parents/carers * Carry out risk assessment to prevent future incidents | | | | | | | |  |
|  | |  | | |  |  | | |  |  | | | | | | | |  |
|  | | **Useful Contacts**  Internet Watch Foundation (IWF)  [www.iwf.org.uk](http://www.iwf.org.uk) | | | | | | |  | Debrief on e-safety incident and lessons learnt. Make amendments to processes and policies if necessary. | | | | | | | |  |
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