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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 |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  | **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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