



Responding to E-Safety Incidents of Misuse

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Either:-

- Have you found inappropriate illegal material or seen material being viewed on a PC, laptop or PDA? If yes then disconnect the computer from the mains immediately—do not shutdown as this could erase evidence.
 - If the machine is in use report as quickly as possible as below either for staff or for students.
- or**
- Do you suspect that inappropriate or illegal material is being accessed? Then report as below either for staff or for students.

For Staff:-

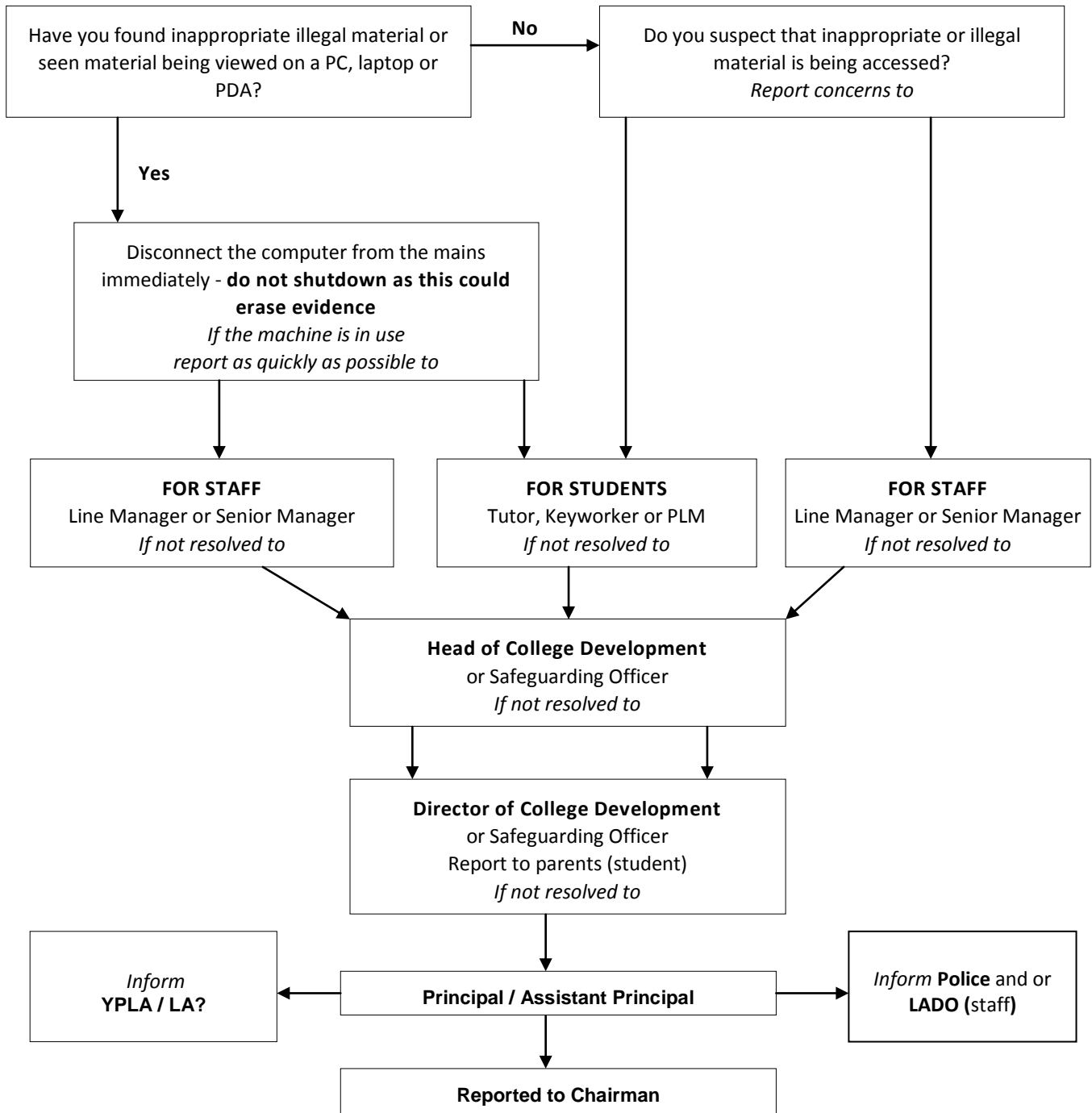
- Report to Line Manager or Senior Manager
- If not resolved report to Head of College Development or Safeguarding Officer;
- If not resolved report to Director of College Development or Safeguarding Officer;
- If not resolved report to Principal / Assistant Principal and report to Chairman.

For Students:-

- Report to Tutor, Keyworker or PLM
- If not resolved report to Head of College Development or Safeguarding Officer;
- If not resolved report to Director of College Development or Safeguarding Officer and report to parents (student);
- If not resolved report to Principal / Assistant Principal and inform Police and or LADO (staff) and YPLA/LA and report to Chairman.



Flowchart version





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