### **Appendix I -** **Online safety incident reporting form**

Any member of the Knightsfield School community can raise a concern about an online safety incident. If you have witnessed or experienced an incident please complete the form below to help us to address the issue. It is important that you provide as much detail as possible. Once completed please hand this report to Danny Bidwell.

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| --- | --- |
| Name of person reporting incident: |  |
| Signature: |  |
| Date you are completing this form: |  |
| Where did the incident take place: | Inside school? |  | Outside school? |  |
| Date of incident(s): |  |
| Time of incident(s): |  |

|  |  |
| --- | --- |
| Who was involved in the incident(s)? | Full names and/or contact details |
| Children/young people |  |
| Staff member(s) |  |
| Parent(s)/carer(s) |  |
| Other, please specify |  |

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| --- |
| Type of incident(s) (indicate as many as apply) |
| Accessing age inappropriate websites, apps and social media |  | Accessing someone else’s account without permission |  |
| Forwarding/spreading chain messages or threatening material |  | Posting images without permission of all involved |  |
| Online bullying or harassment (cyber bullying) |  | Posting material that will bring an individual or the school into disrepute |  |
| Racist, sexist, homophobic, religious or other hate material |  | Online gambling |  |
| Sexting/Child abuse images |  | Deliberately bypassing security |  |
| Grooming |  | Hacking or spreading viruses |  |
| Accessing, sharing or creating pornographic images and media |  | Accessing and/or sharing terrorist material |  |
| Accessing, sharing or creating violent images and media |  | Drug/bomb making material |  |
| Creating an account in someone else’s name to bring them into disrepute |  | Breaching copyright regulations |  |
| Other breach of acceptable use agreement, please specify |  |

|  |  |
| --- | --- |
| Full description of the incident | What, when, where, how? |
| Name all social media involved  | Specify: Twitter, Facebook, Whatsapp, Snapchat, Instagram etc |
| Evidence of the incident | Specify any evidence available but do not attach. |

**Thank you for completing and submitting this form.**