Responding to incidents of misuse – flow chart

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                          ┌──────────────────────┐
                          │ Online Safety Incident│
                          └──────────────────────┘
          ┌──────────────────┘            └──────────────────────────┐
          ▼                                                           ▼
┌──────────────────┐                              ┌────────────────────────────┐
│Unsuitable Materials│                            │ Illegal materials or         │
└──────────────────┘                              │ activities found or suspected│
          │                                       └────────────────────────────┘
          ▼                          ┌────────────────┬────────────────┬────────────────┐
┌──────────────────┐                 ▼                ▼                ▼
│ Report to the    │     ┌────────────────┐ ┌────────────────┐ ┌────────────────┐
│ person responsible│    │Illegal Activity or│ │Illegal Activity or│ │Staff/Volunteer or│
│ for Online Safety │    │Content (No       │ │Content (Child at │ │other adult       │
└──────────────────┘     │immediate risk)   │ │Immediate Risk)   │ └────────────────┘
          │              └────────────────┘ └────────────────┘         │
          ▼                       │                 │                   ▼
┌──────────────────┐              ▼                 │          ┌────────────────┐
│If staff/volunteer or│   ┌────────────────┐        └────────► │Report to Child  │
│child/young       │     │Report to CEOP   │                   │Protection team  │
│person, review the│     └────────────────┘                    └────────────────┘
│incident and decide│            │                                     │
│upon the          │             │                                     ▼
│appropriate course│             │                            ┌────────────────┐
│of action, applying│            │                            │Call professional│
│sanctions where   │             │                            │strategy meeting │
│necessary         │             │                            └────────────────┘
└──────────────────┘             │                                     │
      │       │                  │                                     │
      ▼       ▼                  ▼                                     ▼
┌──────────┐ ┌──────────┐  ┌────────────────┐                 ┌────────────────┐
│Debrief on│ │Record    │  │Secure and      │◄────────────────│                │
│online    │ │details in│  │preserve evidence│                └────────────────┘
│safety    │ │incident  │  └────────────────┘
│incident  │ │log       │          │
└──────────┘ └──────────┘          ▼
      │          │         ┌────────────────┐
      ▼          ▼         │Await CEOP or    │
┌──────────┐ ┌──────────┐  │Police response  │
│Review    │ │Provide   │  └────────────────┘
│policies  │ │collated  │     ┌──────┴────────────┐
│and share │ │incident  │     ▼                   ▼
│experience│ │report logs│ ┌────────────────┐ ┌────────────────────┐
│and       │ │to LSCB   │  │If no illegal    │ │If illegal activity or│
│practice  │ │and/or    │  │activity or      │ │materials are         │
│as        │ │other     │  │material is      │ │confirmed, allow      │
│required  │ │relevant  │  │confirmed then   │ │police or relevant    │
└──────────┘ │authority │  │revert to internal│ │authority to complete │
      │      │as        │  │procedures       │ │their investigation   │
      ▼      │appropriate│ └────────────────┘ │and seek advice from  │
┌──────────┐ └──────────┘                     │the relevant          │
│Implement │                                  │professional body     │
│changes   │                                  └────────────────────┘
└──────────┘                                             │
      │                                                  ▼
      ▼                                       ┌────────────────────┐
┌──────────┐                                  │In the case of a member│
│Monitor   │                                  │of staff or volunteer, │
│situation │                                  │it is likely that a    │
└──────────┘                                  │suspension will take   │
                                              │place prior to internal│
                                              │procedures at the      │
                                              │conclusion of the      │
                                              │police action          │
                                              └────────────────────┘
```