

# REPORTING AN E-SAFETY INCIDENT - ALL SETTINGS

SETTING

IMMEDIATE ACTION

## A CONCERN IS RAISED

Seek advice from the designated person for e-safety and/or Local Authority

### Secure and preserve all evidence and hardware in the interim

*This might mean isolating a machine and making sure it's not used, do not switch off the device as this might lose important evidence*

### Inform your senior manager and child protection staff

*Make a written record of the concern and your actions*

### NCC & School networks

Contact JD/RT to discuss incident and plan of action

[john.devlin@northumberland.gov.uk](mailto:john.devlin@northumberland.gov.uk)

[richard.taylor@northumberland.gov.uk](mailto:richard.taylor@northumberland.gov.uk)

### Non-NCC Networks

Follow your relevant e-safety Incident Reporting and Child Protection procedures and agree a strategy for dealing with the incident.

For information and advice, contact the Local Authority Designated Officer (LADO)

[adam.hall01@northumberland.gov.uk](mailto:adam.hall01@northumberland.gov.uk)

### JD/RT to coordinate the investigation of the incident

Liaise with the e-safety lead in setting, Info Services security team, legal services and police as appropriate

### Are there any Child Protection concerns?

No

Yes Contact LADO

### LADO will agree a strategy for intervention

*Within 1 working day*

Possible referral to:

- Northumbria Police Specialist Investigation Unit
- CS e-safety SLA Team
- FACT Locality Office

### JD/RT organise internal investigation, liaise with setting and report

this might include: PCE analysis, forensic examination and securing of equipment, liaison with Info Services security team, liaise with legal services and police

Report to Designated Officer for e-safety, School, Head of Service

### REVIEW by LA and School:

Consider whether the incident has procedural, training or security implications. Share the information

LOCAL AUTHORITY

ALL PARTIES