

Reporting an online safety incident - all settings

A concern is raised in school

Pass all details to your designated safeguarding lead - make a written record of the concern and your actions

Secure and preserve evidence - 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

NCC Broadband User

Contact the ICT & elearning team to discuss incident and plan of action onlinesafety@northumberland.gov.uk

Not using NCC Broadband?

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

If there are concerns about an adult's behaviour, contact LADO@northumberland.gov.uk for advice

ICT team to coordinate the investigation of the incident

Liaise with the DSL in setting, Info Services security team, legal service and police as appropriate

Are there concerns about an adult's behaviour?

NO

YES

Contact LADO@northumberland.gov.uk

LADO will agree a strategy for intervention

Within 1 working day

Possible referral to:
Northumbria Police Specialist Investigation Unit Relevant NCC teams OneCall 01670 536400

If concerns don't meet the LADO's threshold, setting must take appropriate action in response to the low level concern.

ICT team will organise internal investigation and liaise with setting.

This might include: Senso analysis, filter logs, forensic examination and securing of equipment, liaison with Info Services security team, legal service, LADO and police.

ICT team to report to DSL & Head of Service

School to review with advice from LA. Consider whether the incident has procedural, training or security implications.