

e-safety Incident Report

This Event Report Form Compiled By:	
Name	
Title	
Date	
Staff informed:	Name & Date
Headteacher	
e-safety co-ordinator	
Child protection officer	
Other	
Nature of Concern:	
Who was involved: pupil/staff/parents?	
Where did it occur: home, school?	
Time and date of Incident:	
Time and date the incident was logged:	

<p>Action taken: (please tick)</p> <p>Evidence preserved</p> <p>Senior staff informed</p> <p>Other action</p>	
<p>Incident witnessed by:</p> <p>Staff</p> <p>Pupil</p> <p>Parent</p> <p>Other</p>	
<p>Other Officers Involved in Response:</p> <p>LA Officer</p> <p>LADO</p> <p>NCC Network Security Manager</p> <p>Other</p>	
<p>Follow up Action:</p>	
<p>Evidence Collected (and where retained):</p>	
<p>Review Date if required:</p>	

General Data Protection Regulations

The school is registered under the General Data Protection Regulations 2018 for holding personal data.

The school has a duty to protect this information and to keep it up to date.

The school is required to share some data with the Education Authority and with DfE.

Record of issued versions				
Author	Approved date	Committee	Version	Status
Eddie Jefferson	25/06/2014	Full Governing Body	1.0	Final
	25/05/2018		1.1	Reference GDPR 2018 added
Eddie Jefferson		FGP		
	Next Review 10/19			