

Appendix

## A9 Responding to incidents of misuse – flow chart

The flow chart on the following page has been redesigned – March 2025

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# A9 Responding to incidents of misuse – flow chart (new layout – March 2025)

Designated Safeguarding Person notified of an Online Safety incident1

Unsuitable or inappropriate materials or activity

Illegal materials or activities found/suspected

Convene Safeguarding Incident Review Meeting

Carry out immediate safeguarding actions necessary to protect individuals

Investigate incident and discuss with the learner / staff / to determine what happened

Update parents/carers on incident as applicable

Review policies & processes and identify learning opportunities

Ensure updates to practice are shared with staff

Implement changes and monitor situation.

Ensure the wellbeing of those involved is addressed.

Ensure Incident Log is updated and make available as required

Wellbeing of a child potentially at risk

Involvement of staff, volunteer or other adult

Follow established safeguarding arrangements and report to the Police immediately

Secure and preserve evidence in-line with Police/DOS/Safeguarding advice.

Remember, do NOT investigate yourself.

If no illegal activity or content is confirmed, revert to internal procedures

If illegal activity or content is confirmed, allow Police or relevant authority to complete their investigation and seek advice from the relevant professional body.

In the case of a member of staff or volunteer, it is possible that a suspension will take place at the point of referral to the Police whilst investigations are undertaken. Always ensure DOS advice and HR processes are correctly applied and followed

Refer to the LA DOS and follow HR processes

Await Police response

1 This flowchart provides a suggested outline process for dealing with online safety incidents. You may wish to adapt and align with existing safeguarding policy and practice to ensure there is a consistent approach to managing safeguarding incidents in your setting.

2 The Incident Review Meeting (IRM) will typically take place as soon as possible after a serious incident to determine next steps and will usually follow any immediate safeguarding actions that have been taken (note: less serious incidents may not require an IRM).