**The Arches Primary School**

**Responding to Incidents Procedure**

Online Safety Incident

STAFF

CHILD

If necessary, complete report to Governors.

If necessary, Headteacher to debrief on incident e.g. report website and review process.

School attendance at strategy meeting may be required.

Activity is inappropriate

If not illegal

Allow Police to complete an investigation and LADO and HR to follow their procedures.

LADO Processes followed led by LADO

School procedure followed

Inform parents

Refer to Children’s team Duty Team 01942 828300

Activity is illegal.

Consult with CwAC LADO (0151 337 4570 and HR 01244 977134) on next steps.

LADO to consult with police

Consider Sexual Exploitation if appropriate refer to seam.

Concern can be followed up by an internal procedure e.g. bullying.

Child is at risk of significant harm e.g. grooming.

Activity is possibly inappropriate/illegal – inform headteacher.