



المدرسة الإنجليزية الخاصة
THE ENGLISH PRIVATE SCHOOL
Umm Al Quwain

Tel : +971-7649799, Fax : +971-7649899

Website : www.teuaq.com email : teschool@emirates.net.ae

E-SAFETY INCIDENT REPORT FORM

This form should be kept securely in file.

DETAILS OF INCIDENT

Reporting Date :

Date of Incident :

Time of Incident :

Name & Designation of Person Reporting Incident

Where did the incident occur?

Inside the School

Outside the School

Who was involved in the incident?

Student

Staff Member

Other (Please Specify) :

Name & Details of Persons/Students Involved

Type of incident :

Cyber Bullying / Harassment

Deliberately bypassing Security or Access

Accessing unsuitable contents in Internet

Racist/ Religious hate materials

Extremism

Materials of Sexual Nature

Others (Please Specify) :



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Nature of Incident

1. Deliberate Access

The Material was

Created Viewed Printed Shown to others Distributed

2. Accidental Access

The Material was

Created Viewed Printed Shown to others Distributed

Description of Incident :

Action taken

Discussion with the Child Informed the Parent Reported to Supervisor

Reported to Social Worker Referred to Online Safety Group

Reported to Police Disciplinary Action to be Taken

Online Safety Policy to be Reviewed /Modified

OUTCOME OF INCIDENT/INVESTIGATION

{ To be signed & closed by Authorised Person }

(**PRINCIPAL**)

(Date & Sign)