

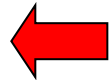
## E-Safety Incident Occurs – Abusive email or message



Child notifies class teacher who



Comforts the child



Notifies (ICT & e-safety  
Coordinator) and/or (DCPC)



Minimise screen or turn off monitor  
– DO NOT DELETE



E-safety coordinator informs  
Headteacher an relevant 3<sup>rd</sup> party  
for further intervention



From an adult

From a child in  
school



Contact [officer@kent.gov.uk](mailto:officer@kent.gov.uk) and  
Local Police if necessary.



Follow School consequences as  
agreed in e-safety policy. Record the  
incident on pupil's file.