

Appendix B – EtonX Reporting Form

Please fill in as much of this form as possible and return either a hard or email a soft copy to the Designated Safeguarding Lead, Alice Vicary-Stottby emailing Safeguarding@etoncollege.org.uk (ideally within 24 hours of the incident or disclosure occurring).

For hard copies, please put the form in a sealed envelope.

For soft copies, you will need to include an electronic signature.

IF THE SITUATION IS URGENT YOU SHOULD TAKE ACTION IMMEDIATELY AND COMPLETE THIS FORM AFTERWARDS.

Your name:	Your role:	Date and time of report:
DETAILS OF THE INCIDENT/DISCLOSURE/CONCERN		
Date and time of incident:		
Where did the incident/disclosure/concern occur? i.e. at school or at home:		
Who was involved in the incident/disclosure/concern?		
Child/young person <input type="checkbox"/>		
Name of child _____		
DOB (if known) _____		
Member of staff <input type="checkbox"/>		
Name of staff _____		
Other (please specific) _____		
Type of Incident		
<input type="checkbox"/> Bullying or harassment (cyberbullying)		
<input type="checkbox"/> Racist, sexist, homophobic or religious hate material		
<input type="checkbox"/> Terrorist material		
<input type="checkbox"/> Child abuse images		
<input type="checkbox"/> Illegal pornographic material		
<input type="checkbox"/> Other (please specify)		
Description of incident/disclosure/concern (including relevant usernames, devices, URLs, programmes used)		
Your observations		

<p>Did the subject of the incident/disclosure/concern say anything to you? If so, make sure you record this verbatim.</p>	
<p>Action taken:</p> <p><input type="checkbox"/> Incident reported to DSL</p> <p><input type="checkbox"/> Advice sought from external agency</p> <p><input type="checkbox"/> Incident reported to police</p> <p><input type="checkbox"/> Incident reported to Internet Watch Foundation</p> <p><input type="checkbox"/> Disciplinary action to me taken</p> <p><input type="checkbox"/> Other (please specify) _____</p>	
<p>Outcome (to be filled in by the Designated Safeguarding Lead)</p>	

Have the student's parents been informed (please circle)

Yes No

Has the student's school been informed (please circle)

Yes No

Your Signature	
Date	

Do not discuss this incident/disclosure with anyone other than those who need to be informed about it.