

Incident Reporting Protocol for Educators

When a student discloses digital abuse, grooming, sextortion, or exploitation - your response must be fast, calm, and compliant.

Follow this protocol step-by-step:

1. Stay calm. Your reaction sets the tone. Do not express shock or disbelief.
2. Listen without interruption. Take the disclosure seriously. Do not promise confidentiality - explain that you must report it to protect them.
3. Document the facts. Write down exactly what the student says, using their own words. Avoid paraphrasing or interpreting.
4. Do not investigate. Do not attempt to gather digital evidence yourself. Preserve messages if possible but do not screenshot explicit images.
5. Immediately report to your designated safeguarding lead, school counselor, or principal according to your school's policy.
6. If there is imminent danger, call 911 or local emergency services.
7. Report the incident to the CyberTipline: <https://report.cybertip.org>
8. Notify Child Protective Services (if mandated by law in your area).
9. Inform parents/guardians - but only under the guidance of your administration. Never confront the alleged offender directly.
10. Refer the student to counseling or mental health support resources immediately.

Key Reminders:

- Do NOT delay reporting while seeking more information.
- Do NOT share the disclosure with anyone outside the mandated protocol.
- Know your local laws. Follow both school and legal procedures to the letter.