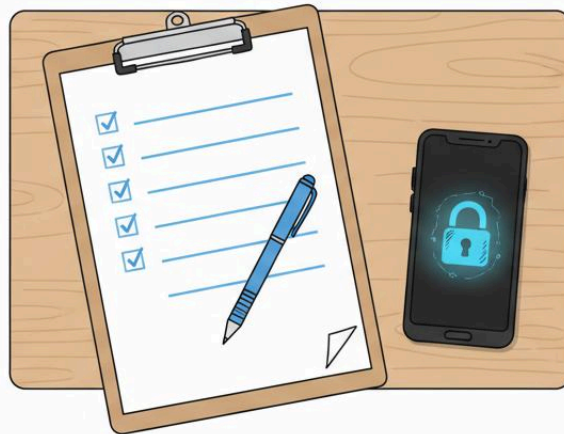




INCIDENT REPORTING PROTOCOL



PROTOCOL & PROCEDURE

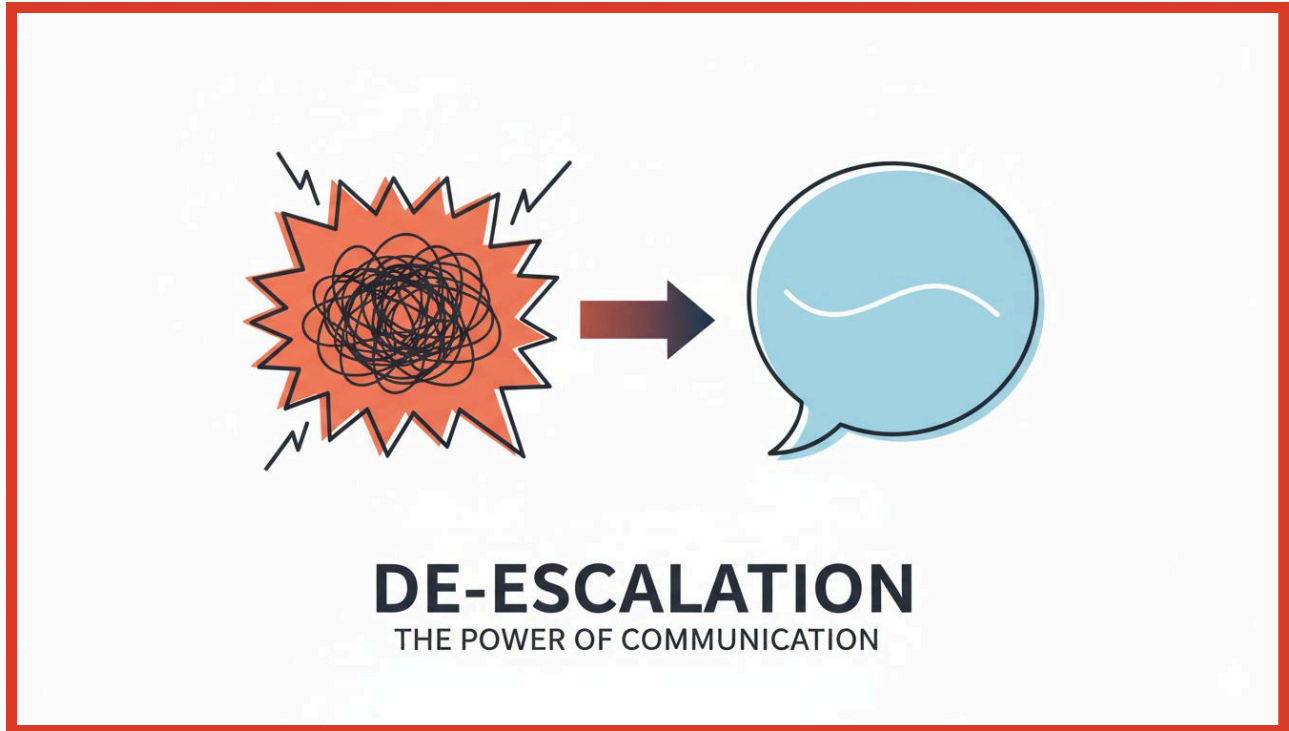
ESTABLISHING DIGITAL GUIDELINES

STANDARD OPERATING PROCEDURE FOR **DIGITAL DISCLOSURES**

When a student discloses cyberbullying, grooming, or sextortion, time is critical. This protocol outlines the immediate "First Response" scripts, the chain of command, and the documentation required by law.

PART 1: THE DISCLOSURE (FIRST RESPONSE)

Objective: De-escalate the student's anxiety while gathering necessary facts without "interrogating."



THE "DO NOT" LIST

- **✗ Do not promise total secrecy.** (You are a mandated reporter; you cannot keep secrets that involve harm).
- **✗ Do not ask to see explicit images.** (Possessing them on a personal device can be illegal).
- **✗ Do not investigate yourself.** (Do not create a fake account to "catch" the bully).

THE "FIRST RESPONSE" SCRIPT

If a student approaches you saying, "I need to tell you something, but don't tell anyone..."

1. Validate & Reassure

"I am glad you trust me enough to tell me this. I want to help you."

2. Set the Boundary (Mandated Reporter)

"I will do everything I can to support you. But you need to know that if you tell me someone is hurting you, or that you are in danger, I have to tell [School Counselor/Principal] so we can keep you safe. I can't keep that a secret, but I will stay with you while we talk to them."

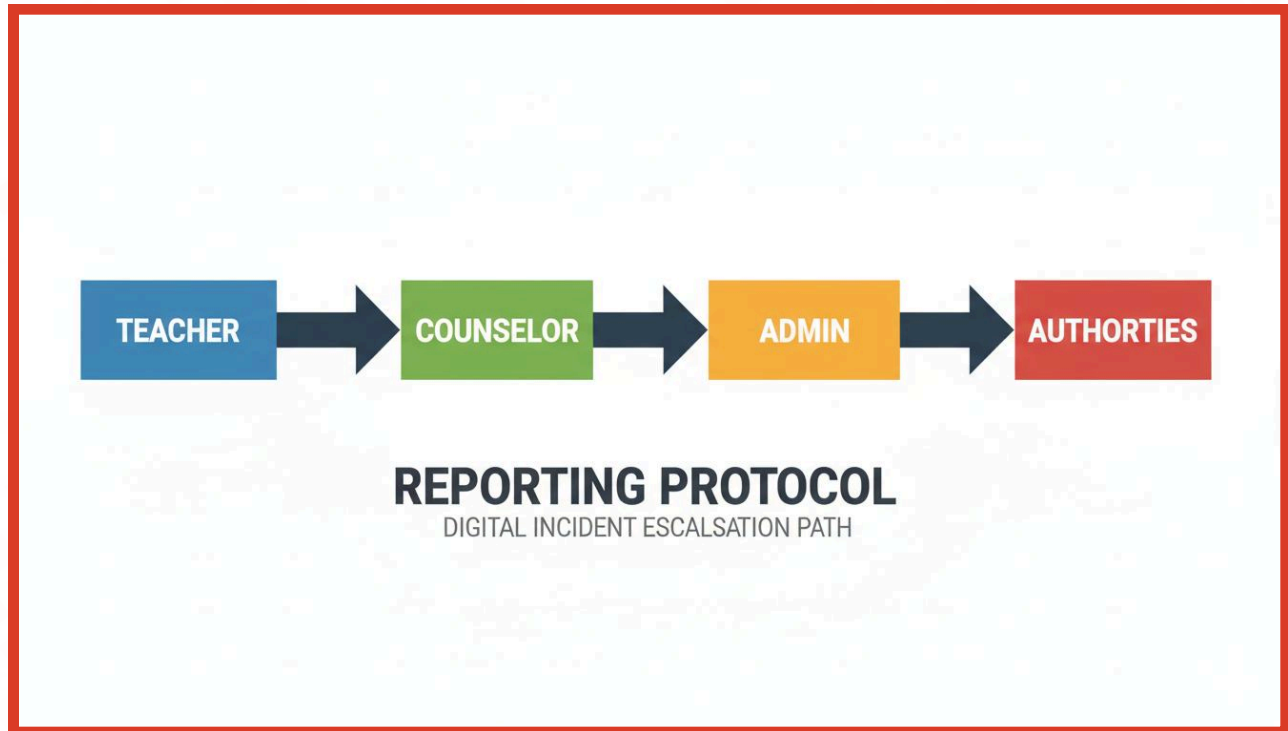
3. During the Disclosure

"Take your time. You are not in trouble."

"Thank you for telling me."

PART 2: THE CHAIN OF COMMAND

Objective: Clear escalation paths to prevent information silos.



LEVEL 1: TEACHER / STAFF MEMBER

- **Role:** Receive disclosure, ensure immediate physical safety, escort student to Level 2.
- **Action:** Do not leave the student alone. Walk them to the Counseling Office immediately.

LEVEL 2: SCHOOL COUNSELOR / SAFEGUARDING LEAD

- **Role:** Conduct the detailed interview, assess mental health risk, contact parents (unless parents are the threat).
- **Action:**
 - Document the disclosure verbatim.
 - Determine if the threat is "Imminent" (Plan/Intent/Means).
 - Initiate the "Take It Down" protocol if images are involved.

LEVEL 3: ADMINISTRATION & SRO (School Resource Officer)

- **Role:** Legal compliance, law enforcement liaison, disciplinary action.
- **Action:**
 - Call the NCMEC CyberTipline (1-800-THE-LOST) if exploitation is suspected.
 - Contact local police if a crime has occurred.
 - Preserve digital evidence (School Wifi logs, device confiscation).

PART 3: INCIDENT DOCUMENTATION FORM

Instructions: This form must be completed within 24 hours of the disclosure.



INCIDENT REPORT TEMPLATE

1. GENERAL INFORMATION

- Date of Report: _____
- Time: _____
- Reporting Staff Member: _____
- Student Name: _____
- Grade/ID: _____

2. TYPE OF INCIDENT (Check all that apply)

- Cyberbullying / Harassment
- Sextortion / Blackmail
- Grooming / Predator Contact
- Non-Consensual Image Sharing
- Self-Harm / Suicidal Ideation related to online activity

3. THE DISCLOSURE (Verbatim)

- Record the student's exact words as closely as possible. Do not interpret.

4. EVIDENCE PRESERVED

- **Did you view screenshots?** [Yes/No]
- **Description of Evidence:** (e.g., "Instagram DM from user @badguy123 threatening to leak photos")
- **Device Status:** (e.g., "Student has phone," "Phone secured in office safe")

5. ACTIONS TAKEN

- [] Student escorted to Counselor
- [] Parents Notified (Time: _____)
- [] Admin Notified
- [] Police/SRO Notified (Case #: _____)
- [] CyberTipline Report Filed (Report #: _____)

Signature of Staff Member: _____

Signature of Administrator: _____

PART 4: MANDATED REPORTER REFRESHER

Objective: Liability protection for staff.



LEGAL OBLIGATION

PROTECTING RIGHTS & COMPLIANCE

THE LEGAL OBLIGATION

As a school employee, you are a Mandated Reporter.

- 1. Reasonable Suspicion:** You do not need proof that abuse occurred. You only need reasonable suspicion. It is the job of investigators to find proof.
- 2. Immunity:** In most jurisdictions, mandated reporters are immune from civil or criminal liability for making a report in good faith.
- 3. Failure to Report:** Failing to report a suspicion of abuse can result in:
 - Loss of teaching license.
 - Criminal charges (misdemeanor or felony depending on state).
 - Civil lawsuits.

WHEN IN DOUBT, REPORT.

If you are unsure if an incident "counts" as abuse:

- **Consult:** Speak with the Designated Safeguarding Lead immediately.
- **Err on the side of caution:** It is always better to report a false alarm than to ignore a cry for help.