(Organisation Name) **e-Safety Incident Log**

Details of ALL e-Safety incidents should be recorded by the e-Safety Coordinator. This incident log will be monitored regularly by a designated senior manager. Any incidents involving Cyberbullying should be recorded on the 'Bullying Incident Log' if one is maintained by your organisation.

Date & time	Name of child or staff member	Male or Female	Room and computer/ device number	Details of incident (including evidence)	Actions and reasons