

☒☒☒ be reported to the appropriate 'report' or 'abuse' section of that social network site.

Parents/carers are reminded that all social media sites/apps have clear rules about the content which can be posted on the sites and they provide robust mechanisms to report contact or activity which breaches these rules. The Academy will also expect that any parent/carer or student remove such comments immediately and in serious cases, will consider its legal options with any such misuse of social networking and other sites.

Finally, Chiltern Way Academy Trust is committed to tackling the issue of online bullying and therefore will take appropriate action against students or parents/carers should inappropriate social media posts be used to publicly humiliate another student, member of staff or parent/carer at the Academy.

Appendix 1

Abusive or threatening behaviour – incident report form

1. Details

Date of incident:

Time:

Location:

Brief description of incident:

2. Member of staff reporting incident

Name:

Role:

3. Details of person assaulted / verbally abused

Name:

Role: (if member of staff):

4. Details of trespasser / assailant / verbal abuser (if known)

5. Witness(es) if any

Name:

Member of staff / Other:

Address:

Other information / relationship between member of staff / abuser if any