

A record of what happened

Write down what happened as soon as you can after she tells you, in her words where you can. Keep screenshots of messages and posts, and don't delete them. Never screenshot a sexual image of a child, even to give it to the school: leave it where it is, and tell the designated safeguarding lead that day.

1 *Date and time* _____ *Where* _____

What happened, in her words

Who was there, or saw it _____

How she was afterwards _____

2 *Date and time* _____ *Where* _____

What happened, in her words

Who was there, or saw it _____

How she was afterwards _____

3 *Date and time* _____ *Where* _____

What happened, in her words

Who was there, or saw it _____

How she was afterwards _____

What I told the school

Put it in writing where you can, and keep a copy. After a call or a meeting, send a short email saying what you agreed.

1 Date _____ Who I spoke to _____

☐ By email ☐ By phone ☐ In person

What I told them

What they said they would do

We agreed to speak again by _____

2 Date _____ Who I spoke to _____

☐ By email ☐ By phone ☐ In person

What I told them

What they said they would do

We agreed to speak again by _____

FOR THE PARENT

Stay calm when she tells you, and give yourself time to understand what has happened before you act. Talk to her school, and don't contact the other child's parents yourself; it's natural for a parent to defend her own child. If nothing has changed by the date you agreed, write to the headteacher and ask for the school's anti-bullying policy. If she has been hurt or threatened, or you're worried about her safety, don't question her further; ask for the designated safeguarding lead that day. If she tells you that she is hurting herself or that she does not want to be alive, act that day, using the routes at theparentbook.com/urgent-help.