

CRAFTING MEANINGFUL RELECTIONS FOR ePORTFOLIO
by Kris Sward

Evidence: Response to Incident Flowchart

OLTD Outcome Addressed: Scaffold digital citizenship from K-12 to professional level of educators
(Create incident response chart)

In order to show evidence of my learning in 506 I chose to share the Response to Incident flowchart that I adapted from the Kent County Council's 2012 version. I worked with my principal to determine what agencies would need to be involved if an e-Safety incident were to occur and outlined the order in which certain actions should take place to respond to the concern.

My flowchart includes contact information, a step by step process to follow after it has been determined if a child is at immediate risk or not due to the e-Safety incident and identifies an e-Safety incident log that should be used to record all incidences. It also outlines suggested supports that could be put into place for both staff and children (and their families) depending upon what sort of incident had occurred.

The reason that I am most proud of this particular piece is because it is directly relevant to what I do. If an incident were to occur at our school, we could use this flowchart to help us work through the necessary steps to ensure things were dealt with and all of our bases were covered. I could put this resource into effect tomorrow and also adapt it to be used in other schools in my district. Though I hope that I never have to use this flowchart in my practice (because that means an incident has occurred that we are required to respond to), I feel that it is a good outline that can (and will) guide our practice.

Reference:

Kent County Council. (2012) Response to an Incident of Concern. As adapted in: Hengstler, J. (2013). A K-12 primer for British Columbia teachers posting students' work online. Blog post
<http://jhengstler.wordpress.com/2013/05/17/a-k-12-primer-for-british-columbia-teachers-posting-students-work-online/>