

# RESPONDING TO ONLINE OFFENCES



## COLLECT EVIDENCE

- ☐ Record the user identity
- ☐ Screenshot the offending messages
- ☐ Block the user to prevent receipt of further messages
- ☐ Follow the report options available in each social media channel



## REPORT

- ☐ **Students:** Provide relevant information to the **Unit Coordinator, Student Wellbeing Services**
- ☐ **Staff:** Provide relevant details to your Line Manager
- ☐ Notify the IT Service Desk at [itservicedesk@westernsydney.edu.au](mailto:itservicedesk@westernsydney.edu.au)
- ☐ Notify Campus Safety and Security via email – [Security@westernsydney.edu.au](mailto:Security@westernsydney.edu.au)
- ☐ Complete a report via [www.esafety.gov.au/report](http://www.esafety.gov.au/report)



## GET SUPPORT

- ☐ **Students:** Contact the **Student Wellbeing Services**
- ☐ **Staff:** Speak to your **Line Manager** and contact the **Employee Assistance Program**
- ☐ Urgent Physical Threats: Contact **Police** on **000**
- ☐ For non-emergencies, call the **Police Assistance Line** on **131 444**

