HOW TO DEAL WITH INAPPROPRIATE COMMENTS ON YOUR SOCIAL MEDIA SITE
A guide for schools, preschools and other departmental services including corporate work groups

**Does the comment contain a threat or evidence of an act of violence?**

**NO**

**Does the comment contain an insult or vilification? e.g., race, sexuality, faith or gender.**

**NO**

**Does the comment contain sex acts or pornography?**

**NO**

**Does the comment contain copyright material?**

**NO**

**Does the comment contain advertising or spam?**

**NO**

**Does the comment contain a threat or evidence of an act of violence?**

**YES**

**Is the threatened person named?**

**YES**

**Is this comment about self harm or child abuse?**

**NO**

**Is the threatened person named?**

**NO**

**Is this comment about self harm or child abuse?**

**YES**

**Does the comment contain an insult or vilification? e.g., race, sexuality, faith or gender.**

**YES**

**Is a person named and/or does the comment contain allegations of criminal behaviour?**

**NO**

**Does the comment contain sex acts or pornography?**

**YES**

**Do the images feature children (under 18 yrs) or adults?**

**YES**

**Is the child known and/or named?**

**YES**

**Appropriate Response**

- **Not an actionable issue**
- **Delete**
- **Take a screen capture**
- **Report to Social Media** eg: Facebook / Twitter
- **Contact named individual or their parent / guardian**
- **Contact Regional Office** Critical incident report may be necessary
- **Child Abuse Hotline** Ph: 131 478
- **Contact South Australia Police** Ph: 131 444
- **IRMS Report**