TOOL 04 OF 13 FOR PARENTS

Evidence log.

For: Parents and caregivers · **From the guide:** page 22

Save it before you block or report it. Blocking and reporting can make posts disappear. Take screenshots that show the message, the username, and the date, copy links, and keep copies somewhere other than the phone, like your email or a printout.

> **One exception**
> For a sexual image of anyone under 18, save the messages, never the image. Don't screenshot, download, or forward it. Write down the details here instead, and see "Sexual images and threats: what to do."

What happened

One row for each incident, in your child's words.

Date and time	App or site	Username(s)	What happened	Saved? Where?	Reported? To whom, and when

Who you've talked to

One row for each conversation with the school, a platform, the police, or anyone else.

Date	Who (name and role)	What was said or agreed	Next step and date

Report and case numbers

Platform report	School report	Police report	NCMEC CyberTipline report

How your child is doing