

## MODERATOR LOG TEMPLATE (FOR SERIOUS INCIDENTS)

Use this in a shared doc, spreadsheet, or closed mod chat.

FIELD	ENTRY
Date & Time	
Incident Type	
Post Link or Screenshot	
Mod Action Taken	
Escalation	
Notes	

**EXAMPLE ENTRY: For serious incidents**

<b>FIELD</b>	<b>ENTRY</b>
<b>Date &amp; Time</b>	04/08/25 8:47 pm
<b>Incident Type</b>	Hate speech (anti-trans)
<b>Post Link or Screenshot</b>	[File/screenshot stored in folder]
<b>Mod Action Taken</b>	Removed post, DM to poster, DM to affected member thread locked
<b>Escalation</b>	Advised member to contact Netsafe (0508)
<b>Notes</b>	Poster banned after repeat behaviour. Original member thanked us for acting quickly.