Disclosure reference guide

A quick reference guide for responding to a child's disclosure.
Keep this accessible at all times.

✓	WHEN A CHILD DISCLOSES TO YOU
☐	Stay calm and listen without interrupting
☐	Let the child speak in their own words and at their own pace
☐	Reassure the child: "You've done the right thing by telling me"
☐	Use open questions: "Can you tell me more about that?"
☐	Tell the child what will happen next: "I need to speak to someone who can help, to make sure you are safe"
☐	Stop asking questions once you have enough to make a report

X	DO NOT
☐	Express shock, disbelief or blame
☐	Ask leading questions or suggest what may have happened
☐	promise confidentiality or that "everything will be okay"
☐	Ask the child to repeat the disclosure to other staff
☐	Confront or contact the person the child has disclosed about
☐	Investigate the matter yourself
☐	Leave the child unattended if they are distressed or at immediate risk

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	IMMEDIATELY AFTER A CHILD DISCLOSES
1	Report to your supervisor right away (or designated safeguarding lead)
2	Write down the child's exact words as soon as possible
3	Document the time, date, location and who was present
4	Consider whether mandatory reporting applies to your role

You do not need to determine whether the disclosure is true.
Your role is to listen, reassure, and report. Let the people trained to investigate do their job.