

What to do if a Person Makes a Disclosure

A disclosure may be made verbally but it can also be made through play or behaviour by a child or young person

Below is a process you can follow in the instance you think a disclosure is being made:

A

1A

A parent OR other adult OR colleague discloses information to you.



2A

Listen carefully

Let them know that you may have to tell someone else what they are saying.

Check your understanding by asking:

- When did this happen?
- What is your real concern?
- What has made you think this?
- Is this the first time you've noticed?



3

Record everything that was said or that happened in writing. Use the child/ young person's/ person's actual words if possible



4

Inform the Safeguarding Lead (Charlotte Hailey-watts) or Deputy (Stephanie Fuller) as soon as possible and give them the report where possible. Ideally do this over the phone in a quiet, private space or via email. (see **Important Safeguarding Contacts** page)
If not give the report to the most senior member of staff onsite.

B

1B

A child/young person (under 18) discloses information to you



2A

Listen carefully

- Be calm and reassuring
- Find a quiet place to talk if (possible) but remain in view of others
- Do not appear shocked by anything you might see or hear
- Make it clear you are taking it seriously
- Don't comment or judge
- Don't ask probing/ leading questions
- Reassure them it is not their fault
- Make it clear you may need to tell someone
- Let them know what you are going to do.



3

Record everything that was said or that happened in writing. Use the child/ young person's/ person's actual words if possible



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