

## APPENDIX 2 – Dealing with a Disclosure of Abuse

It is important that all our staff know how to deal with a disclosure of abuse or neglect.

### Remember –

**If a pupil chose to confide in you, it means they trust you and want you to help them.**

**Dealing with a disclosure may be frightening, but you should also feel privileged that the child has chosen you to talk to.**

#### If you see or hear something that concerns:

- *Don't ignore it.*
- *Don't feel silly – if it worries you, someone else needs to know.*
- *If it is related to a child being at risk – see the DSL, or Deputy DSL immediately and definitely before the child goes home that day.*
- *Upload all information to CPOMS (or the agreed system for recording) and seek advice immediately from your DSL.*
- *If it is something related to safeguarding, but not a child whose safety is immediately at risk – inform the appropriate Pastoral Leader via CPOMS, or the agreed system for monitoring.*
- *All staff may raise concerns directly with Children's Services. If they feel an incident is not being dealt with appropriately, or they are unable to locate relevant staff.*
- *Concerns about adults in the academy should be made directly to the Principal.*

#### At this point, take the following steps:

- *Explain to the student that the disclosure must be reported – emphasise your trust in them.*
- *Do not promise to keep the allegation secret or that 'everything will be alright'.*
- *Reassure by telling the student that they have done the right thing in telling you, do not offer physical reassurance.*
- *Do not admonish in any way e.g., 'I wish you had told me sooner'.*
- *Inform the DSL initially verbally.*

*Under no circumstances, discuss the matter with any other person - if the allegations prove to be untrue, any such discussion would be deemed defamatory.*

#### Dealing with disclosures of abuse:

- *Always listen carefully and quietly – do not press for any evidence at all.*
- *Remain calm and reassuring – do not dismiss the disclosure – do not show distress or concern.*
- *Do not refute or try to belittle the allegation.*
- *Show that you care through open and reassuring facial and body language.*
- *Do not interrogate or ask leading questions (it could later undermine a case).*
- *Ensure you take a written verbatim account of the child's disclosure using the appropriate academy Disclosure Form and record keeping system or, where appropriate, through CPOMS.*

#### With the DSL, prepare a detailed report itemising: The information revealed by the student with absolutely no opinion:

- *Actions taken by yourself, including when the suspicions were reported, to whom the suspicions were reported, and follow-up action taken within the academy.*
- *Date and sign any written record of events and action taken and keep confidential and secure*
- *You must keep, in absolute confidence, a copy of the report, as will the DSL.*