Disclosure Form

This form should be used when a pupil discloses to any member of staff or volunteer that they or another pupil is suffering or is at risk of abuse.

Dos and Don'ts

Do:

- allow the pace of the conversation to be dictated by the pupil
- ask neutral questions which encourage the pupil to talk such as "can you tell me what happened?"
- accept what the pupil says and do not ask for further detail
- acknowledge how hard it was for them to tell you
- reassure the pupil that they have done the right thing
- explain whom you will have to tell (the DCPO) and why

Don't:

- burden the pupil with guilt by asking questions such as "why didn't you tell me before?"
- interrogate or pressure the pupil to provide information
- ask any questions that start with the words, how, what, when, where and why
- undress the child or examine clothed parts of the child's body
- criticise the perpetrator

promise confidentiality or make promises that you cannot keep such as "it will be alright now"					
1.	You				
Your name Date					
2.	The Pupil				
Nan	Name of PupilDOBDOB.				
Parent/carer					
3. The Alleged Perpetrator					
If the pupil has named or described the alleged perpetrator, note the details here:					
4. The Disclosure Record of conversation (use continuation sheet if necessary): Record what was said by the pupil and by you Use the exact words and phrases used by the pupil Clearly distinguish between fact, observation, allegation and opinion Note the non-verbal behaviour and the key words in the language used by the pupil Did the pupil name witnesses? If so, note them here:					

Was anyone else present during the disclosure? If so, note them	here:	
5. Consent to Share		
Was the pupil able to provide informed consent (please circle)?	Yes	No
If so, how did you seek consent?	ack and wha	t word the responses?
Specifically, what did you explain, what questions did you are specifically.	ask and wha	t were the responses?
Did the pupil provide consent to share (please circle)?	Yes	No
If yes, what did the pupil say?		
Note the exact words used by the pupil		
If no, did you explain that you would have to share this inforeceive this information and why (please circle)? Yes	rmation wit	h the DCPO and who else might No
If yes, what did the pupil say? • Note the exact words used by the pupil		
• Note the exact words used by the pupil		
6. Additional Information		
Any other comments		
Signed	Time and d	ate

This form and any notes taken must be passed to the DCPO, [name], or in his/her absence to [name] as soon as possible and in any event no later than the end of the timetabled day. If the allegation or complaint is made against the DCPO, this information should be passed directly to the Head Teacher. If the allegation or complaint is made against the Head Teacher, this information should be passed directly to the Chair Governors.