

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

Name of Pupil.....DOB.....

Parent/carer.....

3. The Alleged Perpetrator

If the pupil has named or described the alleged perpetrator, note the details here:

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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

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Did the pupil name witnesses? If so, note them here:

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