**Appendix 2**

**Dealing with a Disclosure of Abuse**

**When a pupil tells me about abuse they have suffered, what should I remember?**

* Stay calm
* Do not communicate shock, anger or embarrassment
* Reassure the child. Tell her/him you are pleased that s/he is speaking to you
* Never agree or promise to keep it a secret. Assure her/him that you will try to help

 but let the child know that you will have to tell other people in order to do this.

 State who this will be and why

* Tell her/him that you believe them. Children very rarely lie about abuse; but s/he

 may have tried to tell others and not been heard or believed

* Tell the child that it is not her/his fault
* Encourage the child to talk but do not ask "leading questions" or press for

 information

* Use the acronym **T.E.D** : **T**ell me. **E**xplain. **D**escribe
* Listen and remember
* Check that you have understood correctly what the child is trying to tell you
* Communicate that s/he has a right to be safe and protected
* It is inappropriate to make any comments about the alleged offender
* Be aware that the child may retract what s/he has told you. It is essential to record

 in writing, all you have heard, though not necessarily at the time of disclosure.

* At the end of the conversation, tell the child again who you are going to tell an

 why that person or those people need to know

* As soon as you can afterwards, make a detailed record of the conversation using

 the child’s own language. Include any questions you may have asked. Do not

 add any opinions or interpretations. (dates, times, names mentioned and to whom

 the information was passed need to be clearly recorded)

* Use the schools written/electronic recording forms
* If the disclosure relates to a physical injury do not photograph the injury, but

 record in writing as much detail as possible

The information should then be passed, in a timely way, to the DSL/DDSL. Immediately if the child discloses any abuse they have suffered, or may be at risk of suffering.

If DSL/DDSL not available, it is the staff member’s **responsibility** to make a referral to First Response, and then inform the DSL at the earliest opportunity. **(First Response, 0800 13 13 126) or email** [**www.staffordshire.gov.uk/reportconcern**](http://www.staffordshire.gov.uk/reportconcern)