LONSDALE

Lonsdale School

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How to deal with a disclosure

LISTEN:

- Create a safe and trusting space for the child.
- Accept what the child says without judgement and give them time to share.

FIND OUT AND SUPPORT:

- Communicate in a way that is appropriate to the child's age and level of understanding.
- Ask non-leading questions to find out more:
  - **T**—Tell me more..
  - **E**—Explain..
  - **D**—Describe..
- Validate the child's emotions by offering support and reassuring them that they haven't done anything wrong.
- Reassure the child that it is your job to support them and keep them safe.

ACT:

Record full details of the disclosure on CPOMS by using the child's own words and actions which have been taken.

If you do not have access to CPOMS, please complete a record of concern form which are located in the Admin Office and Staff Room.

If a member of staff is unavailable or the concern is raised out of school hours, please contact Children's Services on 0300 123 4043 or call the Police on 999.