

## **SAFEGUARDING AIDE MEMOIRE**

### **Dealing with a Disclosure**

- Stop and listen to what is being said without displaying shock or disbelief.
- Allow the child or vulnerable adult to talk freely (do not interrupt).
- Reassure the child or vulnerable adult, but do not make any promises (especially on confidentiality).
- Reassure the child or vulnerable adult that what has happened is not their fault and that it was right to tell.
- Listen, rather than ask direct questions.
- Explain what has to be done next and who has to be told.

### **Recording Disclosure**

- Make some brief notes at the time (but only if appropriate). Write the details up as soon as possible, including the following:
  - The date, time and place of discussion, plus the names of those present and the names of any observers.
  - Draw a diagram to indicate the position of any bruising or injury.
  - Statements made by the child or vulnerable adult and your observations which should be limited to the behaviour and demeanour of the child or vulnerable adult.
  - What you told the child or vulnerable adult about what you are going to do next.
  - Any concerns about the child or vulnerable adult going home.
- Do not destroy the original notes in case they are required by a court.

### **What to do next**

- If there are any immediate health concerns this should be dealt with by the First Aider on duty or by dialling 999.
- Inform Chapter Safeguarding Representative and Sub-Dean (Stuart Beake 01483 893981) or Cathedral Safeguarding Lead (Matt O'Grady 07757 850952). They will ask for a verbatim record with time and persons present. They will deal with this disclosure from this point and tell you to whom to give your notes of the meeting
- Retain discretion at all times.
- If you would find it helpful to talk about this in confidence please ask the Sub-Dean to direct you to the right person.