

RECEIVING DISCLOSURES FROM CHILDREN - APPENDIX 5

Remember the 4 Rs:

****Receive**

****Reassure**

****Record**

****Report**

****Receive**

- Show you have heard the child.
- Believe the child and accept what they say as the truth.
- Don't make the child feel bad by making negative comments.
- Do not interrupt the child when they are talking.

Note: don't use leading questions – ask open questions – think TED.

When receiving a disclosure, think TED:

Tell me what you mean...

Explain that to me...

Describe that...

****Reassure**

- Stay calm – tell the child they've done the right thing sharing with you.
- Reassure the child that they are not to blame.
- Don't promise confidentiality – explain to them that you have to tell someone in an age-appropriate way.

Note: it is important that you are honest with the child about what you can and cannot do.

****Record**

- Write down what you have been told using the child's exact words if possible.
- Ensure the account is factual.
- Include the date, time, witnesses if relevant and exactly what was said.

Notes: keep the original disclosure record and any follow-up paperwork securely; do not take photos of a child under any circumstances.

****Report**

- In a group setting, inform the Designated Safeguarding Lead.
- In a childminding setting, report to the Local Authority Safeguarding Partners.

Note: an urgent safeguarding disclosure should usually be reported to the Local Authority duty team immediately and at least within 24 hours – check locally for more information and contact details.