

DISCLOSURES FLOWCHART

RECOGNISE

Using your training that has been taken, this will help you to recognise any potential signs and indicators of abuse

RESPOND

If a child/young person shares:

Stay calm

- Reassure and thank them they have done the right thing in sharing
- Ask open ended questions
- Do not promise confidentiality
- Do not investigate/probe
- Tell them that what they have shared will be passed on in confidence to the appropriate person

If you observe signs or indicators of abuse:

- Stay calm
- Ask open ended questions e.g. "how did you get those bruises on your arm?"
- Pay close attention to their response (verbally and physically) to questions
- Do not investigate or probe

REPORT

If the disclosure involves...

A staff member:
Inform the PSO or vicar

The Vicar:
Inform the PSO

The PSO:
Inform the Vicar

If the disclosure **doesn't** involve a staff member, PSO or the Vicar:
Inform PSO or Vicar

RECORD

You will, with the person you have disclosed the information to, have to complete a Disclosure Report Form:

- The report needs to be accurate (dates, times, name/s of the people/person involved, facts not opinions, who you've referred the issue onto)
- Report any key words or phrases the child or young person said
- Report your observations of the child or young person
- You must not make judgement statements on what you saw or heard

REFER

Once you have written the report it should be emailed to the Parish Safeguarding Officer (PSO) at safeguarding@ctrbarnwell.org

The report will be safely stored. The training the PSO has received (and, if necessary, advice from the Diocese) will inform the decision on what action(s) is to be taken. This will be recorded at the bottom of the report.

If the report concerns the PSO or Vicar please place in a sealed envelope and hand to the relevant person.