

circumstance.

There should never be a delay in making a referral if it is felt a child or young person is at risk of significant harm. The decision to make a referral is an individual's decision, and should never be overruled by another staff member or manager.

It is important to remember that our responsibility is to report, not to investigate.

## G. **Responding to Disclosure, Suspicions and Allegations**

Actions to take when responding to disclosure:

The person receiving disclosure should:

- React calmly
- Tell them that they are not to blame and that they are right to tell
- Take what is said seriously
- Keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said
- Reassure the young person but do not make promises of confidentiality
- Make a full record of what has been said, heard and/or seen as soon as possible

The person receiving the disclosure should not:

- Panic
- Demonstrate shock
- Ask for more information
- Speculate or make assumptions
- Make promises or agree to keep secrets
- Approach the alleged abuser
- Make negative comments about the alleged abuser

## H. **Keeping Records**

After a child makes a disclosure the next course of action is to record the details of what was said and any actions taken. It is important that these records are kept securely. Any safeguarding records kept by JEM must be:

- Typed
- Complete
- Written immediately or within a reasonable time of the disclosure
- Signed and Dated