**QUEEN’S UNIVERSITY BELFAST**

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Childcare Services

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**Procedure for dealing with a disclosure from a child / young person**

1. Where a child / young person makes a disclosure to a member of staff, the following guidelines, as far as is reasonably possible should be followed.

That member of staff should:

* + Listen to the child/young person calmly and objectively.
  + Offer reassurance / support to the child / young person.
  + Do not directly question the child / young person or use leading language.
  + Only ask questions for clarity.
  + Never stop a child / young person, who is freely recalling significant events, but do not encourage the child / young person to tell you more than they wish to but allow the child / young person to continue at their own pace.
  + Follow child Protection Policy to record an account of the disclosure / conversation immediately. Ensure dates, times and details of anyone else present are clearly recorded.
  + Ensure this documentation is signed and hand the document to the Designated Child Protection Officer.
  + Do not promise complete confidentiality; explain that you may need to pass this information to other professionals to help keep the child / other children safe.
  + All documentation must be factual, accurate (using the words / language of the child) and must include descriptions of behavioural changes, demeanour of the child and the actions of the child / young person.