

Responding to a Disclosure

Always

- Stay calm - ensure that the child is safe and feels safe
- Show and tell the child that you are taking what he/she says seriously
- Reassure the child and stress that he/she is not to blame
- Be aware of interpreting what a child says, especially if they have learning or physical disabilities which affect their ability to communicate or English is not their first language
- Keep questions to a minimum so that there is a clear and accurate understanding of what has been said. Only ask questions to clarify
- Be careful about physical contact, it may not be what the child wants
- Be honest, explain to the child that you have to let other people know about what they have told you, reassure them that this is to help stop the abuse continuing and to keep them safe
- The safety of the child is paramount. If they need urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is potentially linked to abuse. If there is an immediate risk to the child, then call the policy
- Make a record of what the individual has said as soon as possible after the event (Incident Report Form Appendix 32)
- Follow Scottish Volleyball's Child Wellbeing & Protection procedures
- Report the incident to Scottish Volleyball's Welfare Officer, the club Child Wellbeing & Protection Officer or directly to Social Service's team in your Local Authority if necessary

Never

- Rush into actions that may be inappropriate
- Make promises you cannot keep (e.g. you won't tell anyone)
- Ask more questions than are necessary for you to be sure that you need to act
- Take sole responsibility – consult someone else (club CWPO, Scottish Volleyball's Welfare Officer or someone you can trust) so that you can begin to protect the child and gain support for yourself

You must report all direct disclosures from children or any situation where you have not received a disclosure but you suspect that a child is at risk or experiencing abuse. Reporting disclosures and concerns ensures that a child receives appropriate help and support, resulting in appropriate action being taken against those who pose a risk to children and will help protect not only the child involved but all other children. Where there is uncertainty about what to do with the information, Scottish Volleyball must be consulted for advice on the appropriate course of action.

If you have any doubt -report it! If you receive a disclosure -report it!