

Record of Incident

Date:	Child's Name:	Type of Incident: <ul style="list-style-type: none"> • Safeguarding, Behaviour, etc <hr style="width: 80%; margin-left: 0;"/>
Incident/concern		
Voice of child:		
Signed:		
Print name and role:		
Date:		
Reported to:		
Action taken:	Action to be logged on CPOMs	

Logged on CPOMS: Yes/No	

(Back of safeguarding referral form above)

Do's and Don'ts of conversing with a student/young person re. a disclosure
<p>Do:</p> <ul style="list-style-type: none"> • Allow the pace of the conversation to be dictated by the pupil • Ask neutral questions which encourage the pupil to talk such as “can you tell me what happened?” • Accept what the pupil says and do not ask for further detail • Acknowledge how hard it was for them to tell you • Reassure the pupil that they have done the right thing • Explain whom you will have to tell (the Designated Safeguarding Lead) and why
<p>Don't:</p> <ul style="list-style-type: none"> • Burden the pupil with guilt by asking questions such as “why didn't you tell me before?” • Interrogate or pressure the pupil to provide information • Do not ask leading questions which could compromise case evidence • Ask any questions that start with the words, how, what, when, where and why • Criticise any perpetrator • Promise confidentiality or make promises that you cannot keep such as “it will be alright now”