

Record of Incident				
Child's Name:				
Type of Incident: (Safeguarding, Behaviour etc.)				
Details of 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

Do:

- **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**
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Don't:

- **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”**