



# Safeguarding Procedure- Disclosure Form

Remember the following:

- Do not ask leading questions.
  - Do not record your opinion, just what was said- use exact wording where possible.
  - Ensure that they fully understand that you **cannot** keep this disclosure confidential and, if appropriate, you will need to pass this information on to relevant authorities.

Name of person who the disclosure was first made to:	Date:
Name of Protection Officer or second adult:	Date:
Name of person who is making the disclosure:	Gender: M / F
Where disclosure happened:	

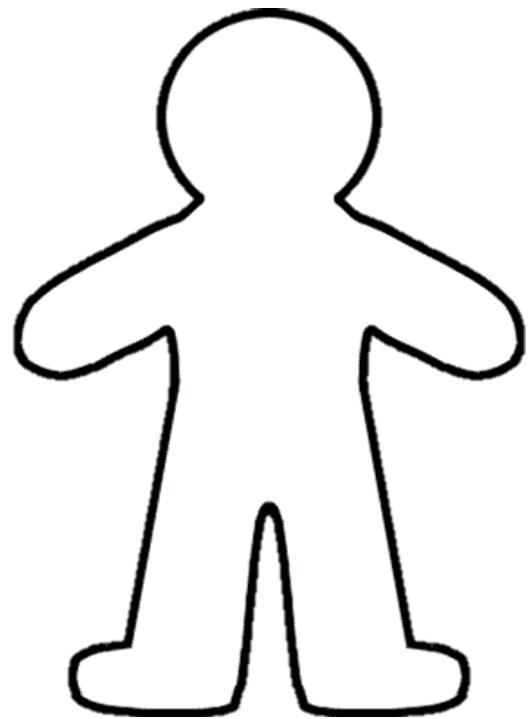
Details of conversation:

Continue details of the conversation on the next page, as required.

**Ensure all signatures on the bottom of page 2 have been completed.**

Details of conversation continued:

**Body Map – Please mark any signs of physical abuse, if visible.**



Let the member read over what you have written (if unable to read, please read to them).

**Member**

I confirm that this is an honest report of what was discussed and understand that this will be used as part of the investigation, if applicable.

Signed:

Date:

**1<sup>st</sup> Adult**

I confirm that this is an honest report of what was discussed and understand that this will be used as part of the investigation, if applicable.

Signed:

Date:

**Protection Officer or 2<sup>nd</sup> Adult**

I confirm that this is an honest report of what was discussed and understand that this will be used as part of the investigation, if applicable.

Signed:

Date: