

01 Fact Sheet - Managing a Disclosure

THE 3 RS - If someone discloses something to you or you observe something that causes you to have any concerns about a risk of harm to a child, young person or vulnerable adult, please follow the following 3 steps:

1. Reassure – the person that:

- They did the right thing by telling you
- They are not in trouble
- You will tell someone who can help them
- They have a right to feel safe and protected

You can skip this step if the concern is based on an observation

2. Record

- Immediately (or as soon as it is practical) anything that you are told or that you observe
- Only the facts (no subjective statements)
- Include the date, time, parties involved
- Sign the record

3. Report – to your supervisor or professional standards/child protection officers

- Children/young person regarded as being currently at risk of harm
- Any form of abuse (including physical or sexual assault, ill-treatment or neglect, psychological harm)
- Sexual misconduct in the workplace
- Misconduct in the workplace (including sexual misconduct, crossing professional boundaries, violence, bullying, harassment)