

## Document 2

### Managing a Disclosure

Any adult to whom a Rotary youth program participant reports an allegation of abuse (including sexual) and harassment should follow the guidelines listed below.

**(a) Listen attentively and stay calm.**

Remember it takes a lot of courage to report abuse or harassment. Do not express shock, horror or disbelief.

**(b) Assure privacy but not confidentiality.**

Explain that you will have to tell someone in order to make it stop and ensure that this doesn't happen to others.

**(c) Get the facts but do not interrogate.**

Ask questions that establish facts: who, what, when, where, and how. Assure the young person that he or she did the right thing in telling you. ***Don't ask "why" questions.***

**(d) Don't judge but reassure.**

Do not criticise anything that has happened or criticise anyone involved. Do not blame the young person. State it is not his or her fault and that it was brave of them to come to you.

**(e) Make a written record.**

Write a report as soon as possible after the disclosure. Include the date and time. Use the young person's words and record only what he or she told you.