



# Private Disclosure by a Student

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If a student discloses a situation of abuse or other harm to you privately, you should stay calm and not display expressions of panic or shock.

You should reassure and support the student. You can do this by:

- stating clearly that the abuse or other harm is not the student's fault
- reassuring the student that you believe them
- telling the student that disclosing the matter is the right thing to do.

You should be patient and allow the student to talk at their own pace. When responding you should use the student's language and vocabulary.

Sometimes a student may try to elicit a promise from you that you will not tell anyone about the disclosure. You **must not** make this promise, as you are responsible for reporting the matter both internally and possibly also externally. It is not your role however to investigate the allegation. You should not interrogate the student and pressure them to tell you more than they want to.

When a disclosure is made you must report the matter internally to the Principal or Deputy Principal and a College Child Safeguarding Officer as soon as possible and undertake any external reporting requirements. Contact details for our Child Safeguarding Officers are set out here:

Name	Position	Contact No.	Email Address
Patrick Brennan	Deputy Principal - Student & Staff Wellbeing	93690713	pbrennan@waverley.nsw.edu.au
Gabrielle Smith	Deputy Principal - Teaching & Learning	93690604	gsmith@waverley.nsw.edu.au
Gabrielle Bransby	Director of Junior School	93690770	gbransby@waverley.nsw.edu.au

You should also make written notes of the circumstances of the disclosure recording both dates and times.

Following a disclosure of abuse or other harm by a student, Staff should follow the steps set out in Support Following Child Safety Incident or Disclosure