



RESPONDING TO A SAFEGUARDING DISCLOSURE

BRITISH INSTITUTE OF ASSESSMENT PROFESSIONALS

What to do — and what to avoid — in the moment of disclosure

DO

Respond with calm professionalism

- ✓ Stay calm and give the learner your full attention
- ✓ Let them speak at their own pace using open prompts
- ✓ Thank them — acknowledge that speaking up is difficult
- ✓ Explain clearly what will happen next
- ✓ Report to your safeguarding lead promptly
- ✓ Record using the learner's own words, facts only

DON'T

Avoid actions that could cause further harm

- ✗ React with shock, distress or disbelief
- ✗ Ask leading questions or press for unnecessary detail
- ✗ Promise confidentiality you cannot keep
- ✗ Contact an alleged perpetrator directly
- ✗ Investigate the concern yourself
- ✗ Add disclosures to ordinary assessment feedback

Your role is to listen, report, and record —
not to investigate.



Supporting assessors to respond with confidence and care

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