



Oakswood College

Empowering Through Education



Sexual Misconduct, Harassment & Unacceptable Behaviours

Receiving a Disclosure Quick Reference Guide

PROMOTING EXCELLENCE • ENSURING COMPLIANCE
SUPPORTING OUR COMMUNITY



GOVERNANCE



QUALITY



COMPLIANCE



EXCELLENCE

www.oakswoodcollege.co.uk



(Trading name of Oakwood Group Ltd)

Policy on Sexual Misconduct, Harassment & Unacceptable Behaviours

RECEIVING A DISCLOSURE

Quick Reference Guide: What to Do and What Not to Do

Do:

- Listen carefully and without judgement.
- Acknowledge the disclosure and thank the person for sharing.
- Be honest that you may need to share the information.
- Ask about immediate needs and provide information about support.
- Refer to the Registrar or Designated Safeguarding Lead on the same day.
- Complete the Stage 1 Report Form as soon as possible.
- Maintain confidentiality after referring.

Do not:

- Promise absolute confidentiality.
- Ask probing or detailed questions about what happened.
- Express disbelief or suggest alternative explanations.
- Contact the person alleged to be responsible.
- Attempt to investigate or resolve the matter yourself.
- Discuss the matter with colleagues who do not need to know.
- Delay the referral