

## Disclosure by Staff

### To Trained Staff (see Appendix 7)

#### Operate ABCDE Model (see Appendix 4)

- A – Ask to be alone
- B – Believe the disclosure
- C – Call in appropriate resources
- D – Document
- E – Ensure safety

- Implement any workplace safety needs after discussion and approval
- Share information as appropriate and with consent
- Monitor

Refer to DASH risk assessment if any doubts about safety (see Appendix 5)

Refer to MARAC if high risk (see Appendix 6 for criteria)

- Implement Action Plan
- Personnel to monitor

### To Untrained Staff

#### Initiate ABCDE Model (see Appendix 4)

- A – Ask to be alone
- B – Believe the disclosure
- C – Call in appropriate resources and refer to trained staff if permitted, OR if immediate danger identified, OR if alleged perpetrator is a member of the University

**Only consider breaching the confidence of the person disclosing if you believe they are in immediate danger, or a child or vulnerable adult may also be at risk, OR if the alleged abuser is a member of the University. Please contact the Director/Deputy Director of Personnel immediately in this situation and, if they are unavailable, a member of Security staff.**