

TIPS FOR DEALING WITH A DISCLOSURE

ASK

"I have noticed _____ and I don't think it is ok. Is there anything going on at that I can support you with?"

"It is important you feel safe at work. Can you tell me a bit more about what happened?"

LISTEN

Be quiet

Use minimal encouragers 'mmm' or 'uh huh'

ACKNOWLEDGE

"I am glad you told me, thank you"

"I am sorry to hear that is happening to you" - "You have the right feel safe in your work environments."

SUPPORT

"I'm not a specialist in this area, but I do know some people who can help. Would it be helpful if I called them and asked them about the options available?"

"We have a policy on the options available in situations like this. Is it ok if I check it out and come back to you about all the options available?"

"Safe to Talk helpline is the free anonymous service in NZ. If you would like to talk about what happened, you can give them a call 24/7."

*Consider - direct, informal, formal and external reporting options.
Putting in place support and safety measures.*

FOLLOW UP

"How safe do you feel right now? Are you okay to go back to work?"

"I would like to follow up with you about what we talked about today. I am wondering if you have a preferred way for me to make contact?"