

Do's and Don'ts during an interview with a child

	DO's	DON'Ts
Before the interview	<ul style="list-style-type: none"> - Schedule enough time for the interview - If the child has already a file, review the file to refresh yourself with the case and be up to date - Turn off your phone or silence - Identify a quiet place for the interview and ensure that the child is comfortable doing the interview in that location - A trusted adult can participate in the interview if the child so wishes, but ensure that the adult does not speak for the child! Explain to the adult prior to the interview. - Be dressed appropriately do the context (humble and clean) - Ensure that the interviewer is gender appropriate (female for female cases and give the choice for boys cases) Ask the child if it is ok! - Speak in the same language of the child . 	<ul style="list-style-type: none"> - Don't come unprepared to the interview - Don't be dressed inappropriately (too glamorous/not adapted to the context, too luxury, dirty, too formal) - Don't be at your computer (reduce the elements that will block the interview between you and the child) - Don't have people doing other things while doing the interview

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<p>In the introduction</p>	<ul style="list-style-type: none"> - Use child friendly language adapted to the child's age - Put yourself at the same level than the child - Sit in front of the child and lean a bit if necessary - Adopt a friendly posture - Look the child in the eyes or around - Get his informed consent once you have: <ul style="list-style-type: none"> i) introduce yourself ii) the organization iii) the reasons for the interview iv) next steps of the interview v) explain that the interview is confidential and what confidential means vi) The length of the interview and that he can stop it if he would like - keep the interview short (less than 30 min for 10 years and less – max 1 hours for 10 -16 years old) vii) Explain you will take note to remember what he/she is telling you 	<ul style="list-style-type: none"> - Don't rush into the interview. - Don't assume the child knows what your organization does. - Avoid to have a table between you and the child - Don't read the child's case file while he is waiting in front of you. - Do not sit too close or too far away. - Don't be sitting on a comfortable chairs while the child is on the floor - Don't use complex words - Don't discriminate and make the child feel there is a difference between you and hi.
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<p>During the interview</p>	<ul style="list-style-type: none"> - Communicate with your eyes, mouth, ears and heart - Minimize how much you write – make the interview feel like a conversation and not an interrogation - Use the name of the child when you are talking to him: ‘Luka, can you tell me ...’ - Ask open question <p><u>Apply active listening:</u></p> <ul style="list-style-type: none"> - Nod your head or use other expressions or gestures which encourage the person to say more, or which show that you understand them - Reformulate what the child is saying to make sure you understood well <i>‘if I understand well you’re sad because of what she told you’</i> - Recognize what the child is saying: <i>‘I hear what you’re saying ‘</i> - Give your complete attention to the child <p><u>Pay attention to non verbal communication:</u></p> <ul style="list-style-type: none"> i) Pay attention to his facial expression, body gesture ii) Pay attention to your facial expression body gesture 	<ul style="list-style-type: none"> - Don’t start without getting the informed consent of the child - Don’t make any promises - Do not use leading questions: ‘ did you feel bad vs. how did you feel? – where did it hurt vs. did it hurt there?’ - Avoid asking closed question when possible. - Don’t lie - Don’t speak to other people. Avoid disruption and distraction - Don’t force the child speak and don’t be afraid of silence after asking a question. Give the child time. - Don’t focus on your own problems or what you would like to say - Don’t interrupt the child - Don’t disregard the importance that the child put on the event/ minimize what they say <i>it’s not that bad, you’ll see, it’ll be fine, you know many others have it far worse;</i>
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	<p>iii) Allow him to pause and silence when needed</p> <ul style="list-style-type: none"> - Tell the child the truth with the right approach to say it 'i.e.: if you don't know the answer to a question let him know" - Be patient and gave the child time - Give appropriate feedback, encourage the child: 'Tell me more about...' <p>Use supportive statements :</p> <ul style="list-style-type: none"> i) Healing statements: "I believe you." ii) Builds trust: "I am glad that you told me." iii) Builds a relationship with the child "I am sorry this happened to you" iv) Expresses empathy "This is not your fault." v) Non –blaming and reassuring "You are very brave to talk with me and we will try to help you." <ul style="list-style-type: none"> - Have the courage to deal with reactions or behaviors which could be off-putting; do not forget that there is always a reason behind a particular behavior – make sure to stay calm - After sharing a painful experience it can be helpful to provide 'closure'. To do this, you can ask the client how 	<ul style="list-style-type: none"> - Don't judge: <i>what you're telling me isn't possible, I don't believe it!</i> - Don't analyze/ interpret/compare: <i>you know the same thing happened to me, I see what you want to say; I felt the same way when...</i> - Explain, give advice or solutions without the child asking for them (<i>if I were you I'd do this instead</i>) - Get emotionally involved and suffer alongside the other person (<i>it's really terrible what he did to you. It makes me angry!</i> - Criticize: <i>I don't think you should have reacted like that.</i> - Do not only focus on what interests you, or what helps you to complete your form. You can ask for clarification or additional information, but as far as possible the child should take the lead in telling his or her own story. - Don't laugh at what the child is saying
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	<p>s/he felt about sharing the experience. Share what you felt as well.</p>	
<p>At the end of the interview</p>	<ul style="list-style-type: none"> - Ask if the child if he has any questions - Ask if the child would like to add anything else or talk about anything else - Review the positive elements - tell the child what will happen and how this information will be shared, without any false promises - Tell the child where he can find you or your organization and that if he/she has anything to add where he contact you <i>' I will be in the camp every day from 8 till 2'</i> - Make sure that the child is feeling ok when he/ she leaves the interview 	<ul style="list-style-type: none"> - Don't let the child go without explaining him what happen next - Don't let the child go on a negative note.