

Audio Recording CPS Child Interview Protocols

Before you leave the office:

- Review local agreements for working with law enforcement, child advocacy centers, forensic interviewers, or other child interview agencies to determine the protocol regarding recording and documentation of interview.
- Local protocols supercede any contrary provisions of CA policy and shall be followed by CA staff.

Before you start the interview:

- Obtain consent form the child to audio record the interview.
- Answer any questions the child may have about the process.
- If the child refuses, proceed with the interview and document in near verbatim form.

Beginning the interview:

- Record the following information:
 - Your name and position.
 - The date, time, and location of the interview.
 - The child's name.
 - The name and position of any other persons in the interview.
 - With question and answer, reconfirm the child's consent to have the interview audio recorded (be sure this is recorded at the start of the interview).

During the interview:

- Conduct the interview using the *Child Interview Guide*.
- During the interview, be sure to record short narrative descriptions of the child's significant non-verbal communication.
- Ask the child to provide clarification if you do not understand a work, phrase, or statement the child makes.
- If someone enters the interview room, record the time, their name and position, and the reason for their presence.
- If someone leaves the room, record the reason and name of person leaving.
- If the child leaves the room, indicate the time and the reason for their departure; then pause the recording by pressing the "REC/REC PAUSE". Note: Do not press the "STOP" button during the interview as it will create a new interview file.
- When the child return's and you resume the interview, record a short narrative indicating the time, child's name, any change in the composition of persons present, and your remark that it is a continuation of the interview.

Ending the interview:

- Follow the suggested procedures to end the interview using the *Child Interview Guide*.
- Record the time the interview is concluded and then press the "REC/REC PAUSE" button to pause the recording.
- After the child and others present leave the room, press the "REC/REC PAUSE" button again to document your comments and observations regarding the child's emotional/physical state or any other important information about the child during the interview process. Avoid speculation and be sure to state on the recording that these are your observations.