Investigation Template

PRELIMINARIES

Allegation Title	
Date raised:	
Complaint Receiver and Reporter:	

REPORTING STAGE (To be filled in by the Complant Reporter)

Complainant Details (Name; Age; Contact details)	
Subject(s) of the Complainant:	
What happened:	
Where did it happen:	
When did it happen:	
Words used by the complainant:	
Demeanour of the complainant at time of report:	
Any further relevant information:	
Is any child or adult in immediate danger?	
If so, was the case referred to police, or other relevant authorities? If not, why not?	
What are the expectations of the Complainant?	
Where are the complaint recorders original notes?	
Was the complaint reported within 24 hours?	

INITIAL ASSESSMENT

Need to Know designated individuals;	
Decision Maker:	
Potential safeguarding policy breaches arising:	
Organisation members potentially implicated:	
Is there sufficient information to follow up?	
Is a child under 18 involved?	
If so has expert advice been sought? If not, why not?	
Does the decision maker have sufficient expertise/ capacity for the investigation? If not, what assistance has been sought?	
Reporting obligations engaged	

CASE MANAGEMENT

Is the SO implicated?	
If so, which Trustee has been assigned as Decision maker	
Is the allegation serious, warranting a case conference? If so when was this held?	
If so, what next steps were decided at the case conference:	
Have these been updated to the Tustees	

SUPPORT

Has the DM provided support to the complaint, and if so, what support	
What support did the complainant request, or recommend?	

RISKS

Are there any ongoing risks raised by the complaint	
What is the risk mitigation plan:	
Link to Risk Register:	

NEXT STEPS

Will there be no further action?	
Is investigation required?	
Is immediate warning or termination possible?	
Is referral to relevant authority required?	
Identify any further resources required	

OUTCOME

Date of investigation Report	
Location of Investigation Report	
Date presented to Trustees	
Recommendations	
Date Recommendations actioned	
Date Case closed	