

## **Investigations Case studies**

### **Part 1**

A member of staff in the school (Alison) has raised a grievance, alleging bullying by a very senior and long standing member of the senior management staff (John). The grievance has landed on your desk and it is very long and involved.

What are your first steps?

### **Part 2**

When Sam (the IO) meets with Alison she gives them a list of 16 witnesses which she insists Sam interviews as part of the investigation. What should Sam do?

### **Part 3**

What information should John be provided with at the start of the investigation process?

### **Part 4**

Sam has arranged to interview Alison. Before the meeting Alison tells Sam that she is finding the process very stressful. Alison asks if her husband can come along with her. She also asks can her complaint be dealt with anonymously.

How should Sam respond to both questions and what issues should they consider?

### **Part 5**

Sam invites John to an investigation meeting. The day after receiving the invitation John calls in sick. He has now been signed off with work related stress until a date after the scheduled investigatory meeting.

What are your options for dealing with this?

### **Part 6**

Sam returns to work and an agreed rescheduled date is put in place. When Sam interviews John he becomes very angry. He demands that his solicitor be present. What should Sam do?

### **Part 7**

When the investigation is complete, should all the witnesses receive a copy of the investigation report?

Should both John and Alison be sent the report? If not what information should go to each of them?