

## Investigation Plan [Date]

*This investigation plan is to be used by the investigator to assist with preparation. This investigation plan may also assist anyone commissioning an investigation when considering who to appoint and what will need to be considered. The plan may need to be amended as the investigation progresses.*

*When preparing for an investigation the investigator should consider how much of an investigation is required. Investigations should be reasonable and proportionate based on the seriousness of the allegations and/or potential consequences.*

<b>Investigator</b>	<i>You as the investigator should be confident that you are impartial and can carry out an independent investigation.</i>
<b>Terms of reference</b>	<i>Detailed scope of investigation and what you, as the investigator, are required to do - i.e report evidence/make findings of fact/ decide outcome/make recommendations</i>
<b>Provisional time-frame</b>	<i>Consider if there are any time lines within the relevant policies and procedures. If not, or if you do not think you will be able to complete the investigation in the given time frames, set a provisional time-frame and ensure parties remain updated of any changes.</i>
<b>Policies and procedures to review and follow</b>	<i>Detail all relevant policies and procedures.</i>
<b>Issues that need to be explored/clarified</b>	<i>This may be done from analysing correspondence or from initial discussions with individuals concerned</i>
<b>Sources of evidence to be collected</b>	<i>Identify what evidence you will require and how this might be obtained.</i>

<p><b>Confidentiality</b></p>	<p><i>Is there any information which will need to be kept confidential - e.g safeguarding files, peer-on-peer abuse, allegations against staff members.</i></p> <p><i>What is the plan for managing this?</i></p>
<p><b>Persons to be interviewed</b> (including planned order of interviews)</p>	<p><i>Who do you need to meet with?</i></p> <p><i>Consider what order would be best to interview witnesses - do you need to see certain witnesses first to inform your questioning of other witnesses.</i></p> <p><i>Do you need to interview a complainant/victim? If so, we recommend you do this first.</i></p> <p><i>It is usually best to leave interviewing those under investigation until last as you should by this point be aware of all of the information which needs to be addressed. Prior to the meeting ensure those under investigation have sufficient detail about the evidence against them.</i></p>
<p><b>Investigation meetings further arrangements</b> (When/where/notes to be taken by)</p>	<p><i>Consider if anyone will need to be accompanied - eg. students.</i></p> <p><i>If employees, have they asked to be accompanied even though no legal right?</i></p> <p><i>Do you need to make any reasonable adjustments or give anyone the right to reply?</i></p> <p><i>Before the interview think about what information you want to obtain and what questions to ask? You should avoid leading questions and ensure that the person being interviewed is able to understand what you are asking.</i></p> <p><i>Think about the timing of the interview; are you going to be able to cover everything in one meeting or do you need to schedule two?</i></p>

	<i>Do you need to follow up with any other witnesses as a result of your witness meetings?</i>
<b>Investigation meetings to be completed by</b>	<i>Do you need to have reviewed the evidence collected prior to holding investigation meetings? How many individuals do you need to meet?</i>
<b>Collection of evidence to have been completed by</b>	
<b>Drafting Investigation Report</b>	<i>Consider the format of the investigation report.  Who is the report being sent to? Is it appropriate to disclose all of the evidence collated with/in the report or is some confidential in nature?</i>
<b>Investigation Report to be completed by</b>	
<b>Further considerations</b>	<i>Is there any other circumstances you need to take into account? e.g are there any external agencies involved?</i>