

Investigation Report - Strictly confidential

[Date]

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1 **Executive Summary**

- 1.1 On [insert date] I was instructed by [insert name of commissioning individual] on behalf of [] to conduct an investigation into allegations made [by/against] [one of its employees][a parent], [insert name]. The allegations were [insert broad nature of allegations or grounds of complaint, e.g bullying and harassment].
- 1.2 My investigation principally comprised of [insert details e.g a series of interviews with [give details of the relevance of interviewees]. I also sought to identify and interview other potential witnesses to the events complained of.
- 1.3 As well as conducting interviews, I analysed documentary evidence obtained in the course of the investigation where it was relevant for the purposes of establishing facts and corroborating the accounts provided by interviewees.
- 1.4 I have summarised below the [allegations] [grounds of complaint] and my findings [and recommendations]in relation to each of them:
 - 1.4.1 **[Allegation 1] [Complaint]** : [provide an executive summary of findings in respect of each individual allegation/complaint]
 - 1.4.2 [Allegation 2] [Complaint] : [provide an executive summary of findings in respect of each individual allegation/complaint]
 - 1.4.3
- 1.5 [I recommend that [insert recommendation]]

2 **Abbreviations**

2.1 The following abbreviations are used within this report:

Individuals	
[insert initials]	[insert full name]

3 Introduction and methodology

- 3.1 I am [give details of your role]
- 3.2 I received instructions from [insert name of commissioning individual] to conduct an investigation in connection with [give brief details]]. I was provided with Terms of Reference for my investigation, along with supporting documents [and a list of suggested interviewees] on [insert date].
- 3.3 The [allegations][grounds of complaint], which were raised [insert details] can be summarised as follows:
 - 3.3.1 [list allegations/complaints].
- 3.4 I commenced witness interviews on [insert date] and conducted a total of [insert number] of interviews. A schedule of all interviews that I have conducted can be found at [Appendix X].
- 3.5 [Audio recordings of the interviews were not made; however in all cases I made written records of interviews and offered interviewees the opportunity to comment on the factual accuracy of their interview records and propose amendments where necessary.]
- 3.6 [Amendments proposed by interviewees were incorporated into interview records where I accepted their validity. Where the individual has provided relevant information additional to that provided during the interview, I have noted the additional information to the interview record.]
- 3.7 I obtained a number of documents from various sources in the course of my investigation, copied of which can be found at Appendix [X].
- 3.8 I have referenced documents within the appendices to this report where I consider them relevant. Document references are denoted within square brackets, e.g. [Appendix X, page X].
- 3.9 Where I make findings of fact and make recommendations within this report, I do so on the balance of probabilities based on the statements that I have obtained and the information available to me to the best of my knowledge and belief.

4 **Background Information**

4.1 [Insert relevant background information, including when the key individuals joined and what their role was]

5 **Analysis of key evidence, findings and recommendations**

5.1 Allegation 1: [insert details of allegation/compliant]

5.2 **Analysis of evidence**

5.3 [insert analysis of evidence]

5.4 **Findings and conclusions**

5.5 [insert findings and conclusions]

6 **Recommendation**

6.1 I recommend [insert recommendation]

Appendix 1

[Include bundle of witness meeting notes if appropriate]

Appendix 2

[Include bundle of documents if appropriate]