

The following is an example template an organisation could use when completing an internal investigation following an allegation against a member of staff.

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Details: | | | |
| Employee/volunteer name: |  | Date employed: |  |
| Position held: |  | | |
| Relevant employment history/previous concerns: |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Investigating Officer Details: | | | |
| Name of investigating officer: |  | Position: |  |
| Date Investigation commenced: |  | Date investigation concluded: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Reason for investigation/the allegation: | | | | | |
|  | | | | | |
| The investigation (methodology): | | | | | |
|  | | | | | |
| Analysis: | | | | | |
|  | | | | | |
| Outcome of the investigation: | | | | | |
|  | | | | | |
| Actions/learning/recommendations: | | | | | |
|  | | | | | |
| Conclusion (including proposed allegation management outcome): | | | | | |
|  | | | | | |
| Check one: | Substantiated | Unsubstantiated | Unfounded | False | Malicious |

|  |  |  |  |
| --- | --- | --- | --- |
| Report completed by: |  | Signature: |  |
| Position: |  | Date: |  |

List & attach any appendices used as part of the investigation:

