

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

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

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

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| --- |
| 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:

