

INVESTIGATION REPORT TEMPLATE

COVER PAGE

This will show details of what type of investigation you are undertaking i.e. allegation management, who the employee is that it relates to, their job title and the setting in which they are employed, or volunteering/unpaid work.

It will also detail the name and job title of the Investigating Officer.

It will show the date of the allegation and the date that the report was concluded.

CONTENTS

This will detail the key contents of the report

CONTENT	PAGE NUMBER
Contents	1
Brief	2

1. SUMMARY/BRIEF/TERMS OF REFERENCE

Set out what has been alleged and by who, what is being investigated and the outcome.

You will need to ensure that this clearly identifies the focus of the investigation and whether there are one or more allegations or codes of conduct that need to be addressed.

Example:

An allegation of inappropriate conduct has alleged to have taken place on 00/00/20000 by staff member X. Staff member X is alleged to have held child Y against the classroom wall (inappropriate physical intervention) whilst continuing to shout in their face in front of the class (inappropriate behaviour/emotional abuse) This was reported by to staff member on 00/00/2000.

This report covers the investigation into this safeguarding concern. The investigation was to establish whether the child Y suffered harm and whether staff member X presented and or continues to present a risk to this child and or others. The investigation assessed whether staff member X breached their professional code of conduct, practice and policy (list which ones...)

The outcome of the investigation is...

Sample Of An Investigative Report

Rachel S Tattersall



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Table of Contents Sample Of An Investigative Report

1. Understanding the eBook Sample Of An Investigative Report
 - The Rise of Digital Reading Sample Of An Investigative Report
 - Advantages of eBooks Over Traditional Books
2. Identifying Sample Of An Investigative Report
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sample Of An Investigative Report
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Of An Investigative Report
 - Personalized Recommendations
 - Sample Of An Investigative Report User Reviews and Ratings
 - Sample Of An Investigative Report and Bestseller Lists
5. Accessing Sample Of An Investigative Report Free and Paid eBooks
 - Sample Of An Investigative Report Public Domain eBooks
 - Sample Of An Investigative Report eBook Subscription Services
 - Sample Of An Investigative Report Budget-Friendly Options

6. Navigating Sample Of An Investigative Report eBook Formats
 - ePub, PDF, MOBI, and More
 - Sample Of An Investigative Report Compatibility with Devices
 - Sample Of An Investigative Report Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sample Of An Investigative Report
 - Highlighting and Note-Taking Sample Of An Investigative Report
 - Interactive Elements Sample Of An Investigative Report
8. Staying Engaged with Sample Of An Investigative Report
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sample Of An Investigative Report
9. Balancing eBooks and Physical Books Sample Of An Investigative Report
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sample Of An Investigative Report
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Sample Of An Investigative Report
 - Setting Reading Goals Sample Of An Investigative Report
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Sample Of An Investigative Report
 - Fact-Checking eBook Content of Sample Of An Investigative Report
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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