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

SJ Ball

Sample Of An Investigative Report:

Sample Of An Investigative Report Book Review: Unveiling the Magic of Language

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Sample Of An Investigative Report**," written by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we will delve into the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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