

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

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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:

This book delves into Sample Of An Investigative Report. Sample Of An Investigative Report is an essential topic that needs to be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Sample Of An Investigative Report, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
 - Chapter 1: Introduction to Sample Of An Investigative Report
 - Chapter 2: Essential Elements of Sample Of An Investigative Report
 - Chapter 3: Sample Of An Investigative Report in Everyday Life
 - Chapter 4: Sample Of An Investigative Report in Specific Contexts
 - Chapter 5: Conclusion
 2. In chapter 1, the author will provide an overview of Sample Of An Investigative Report. The first chapter will explore what Sample Of An Investigative Report is, why Sample Of An Investigative Report is vital, and how to effectively learn about Sample Of An Investigative Report.
 3. In chapter 2, this book will delve into the foundational concepts of Sample Of An Investigative Report. The second chapter will elucidate the essential principles that must be understood to grasp Sample Of An Investigative Report in its entirety.
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 5. In chapter 4, the author will scrutinize the relevance of Sample Of An Investigative Report in specific contexts. This chapter will explore how Sample Of An Investigative Report is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, the author will draw a conclusion about Sample Of An Investigative Report. The final chapter will summarize the key points that have been discussed throughout the book.
- The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Sample Of An Investigative Report.

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