**PRIVATE AND CONFIDENTIAL**

**INVESTIGATION REPORT REGARDING THE CONDUCT OF ??**

**Investigation conducted by ??**

**1. Table of Contents**

**2. Terms of Reference for the Investigation**

* A brief introduction to the report clarifying the allegation / incident which have been investigated
* Details of the person against whom the allegation/complaint has been made, including whether they are currently suspended from duty and the name of the investigation officer

**3. Methodology**

This section should detail the process of the investigation including;

* Details of any other activities undertaken as part of the investigation (watching video’s etc)
* A list of the people interviewed, including their post title and dates of any interviews that have taken place
* List of documents used, including any details of school policies and procedures reviewed

**4. Findings / Analysis**

This will be the largest section of the report and will detail the findings from the Investigation, including;

* Facts and evidence presented
* Any inconsistencies found with explanations where applicable
* Any mitigating circumstances and any risks identified
* Where information from particular witnesses is cited, note must be made of the relevant appendices where the record of interviews can be found

**5. Conclusion (Recommendations where appropriate)**

Where appropriate, a final section could include the conclusions drawn by the investigating officer following the evaluation of the evidence.

* Recommendations are not mandatory, but in the case of disciplinary investigations should indicate the recommended next steps or the initiation of any other procedure, following issues highlighted during the investigation

**NB: It is not the responsibility of the Investigating Officer to recommend sanctions or to uphold allegations**

**6. Appendices**

* Record of interviews from meetings, copies of correspondence, or policies cited during the report should be included

***At this stage, a copy of the report should be sent to Human Resources for advice on the next stage of the process.***