**School Internal Investigation report template**

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| **School Name:** | [*insert service number]* | **Investigator Title:** | *[insert service name]* |
| **Report prepared by**: | [*insert name and title]* | **Date report prepared**: | *[date]* |

**Planning your investigation**

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| **Background** |
| |  |  |  | | --- | --- | --- | | **Please provide the date of the incident/ allegation** |  |  | |  |  |  | | **Names and role of the member of staff/s in question** |  |  | |  |  |  | | **What occurred/allegedly occurred? Include dates and times as relevant** |  |  | |  |  |  | | **If required include LADO consultation, recommendations and actions following initial call to LADO/ SG advisor** |  |  | |  |  |  | | **Investigation Methodology** | * *Documentation – e.g – Policies, employment contracts, previous allegations or concerns* * *Persons to be interviewed* * *Persons not interviewed and why* |  | |  |  |  | | **Background of member of staff – (Length of service, previous concerns etc)**  **Pupil Profile – (Additional needs, open to CSC etc)** |  |  | |
| **Actions immediately taken following notification of the incident** |
| List the actions taken immediately. Some examples are provided below – delete any irrelevant information in the table and add in your own.   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Date and time** |  | **Action taken** |  | **Who** | |  |  | *Immediate care for the child/children* |  |  | |  |  | *Parents informed* |  |  | |  |  | *Policies/procedures consulted* |  |  | |  |  | *LADO Consultation* |  |  | |  |  | *LADO referral* |  |  | |  |  | *Risk Assessment* |  |  | | |

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| **Investigations Findings** |
| |  |  |  | | --- | --- | --- | | **Summary of written and physical evidence** | * CCTV * Witness statements |  | |  |  |  | | **Summary of witness evidence** | * Interviews etc |  | |  |  |  | | **Facts established**  **Facts not established** |  |  | |  |  |  | | **Mitigating Factors** | *Risk assessment*  *Steps taken to prevent further harm* |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

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| **Conclusion** |
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| **Recommendations** |
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| **Attachments** |
| The following attachments are included with this report:   |  | | --- | | *For example:*  *Initial Complaint Report*  *Risk Assessments*  *Statements*  *Interviews – questions and answers*  *School documents (records, policies, procedures, team meeting minutes etc.)*  *Photos*  *Notification to specified agencies*  *Action Plan* | |