**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**

* [Background](#_Toc31139)
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| **Background** |
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| **Please provide the date of the incident/ allegation** |  |  |
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| **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*
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| **Background of member of staff – (Length of service, previous concerns etc)****Pupil Profile – (Additional needs, open to CSC etc)** |  |  |

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| **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.

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| **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**  |
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| **Summary of written and physical evidence**  | * CCTV
* Witness statements
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|  |  |  |
| **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:

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| *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*  |

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