**NAME**

**INVESTIGATION REPORT**

1. **Background Information**
   1. A brief overview of the circumstances that led to the investigation.
2. **Investigation Process**
   1. Summary of Investigation Process
   2. Whether any evidence could not be collected and why
   3. Whether any witnesses could not be interviewed and why
   4. Whether any witness statements have been anonymised, explain why
3. **Investigation Findings**

Name, Job Title – Investigation Meeting (Appendix XX)

* 1. Summarise key points from investigation meeting

Name, Job Title – Investigation Meeting (Appendix XX)

* 1. Summarise key points from investigation meeting

Review of Documentation

* 1. Summarise the findings from all relevant documents (Appendix XX, YY, ZZ)

Training Record

* 1. Highlight where mandatory training is up to date, what it would have covered, if they have and NVQ or similar, what that would have covered. Training Summary is provided as Appendix XX.

Service History

* 1. Add any positive or negative information about service history including any previous unexpired warnings.

1. **Summary of Investigation**
   1. Highlight facts established (where statements/evidence agrees).
   2. Highlight where facts have not been established (where statements/evidence is conflicted). What you believe happened and why you believe it.
   3. Highlight where you can not find evidence/reason to believe one way or another
   4. Details of any mitigating factors that should be considered
   5. Any other relevant information
2. **Relevant Policy and Procedure**
   1. Quote particular aspect of policy and explain why you believe it constitutes a breach.
3. **Recommendations**
   1. I recommend that this report is reviewed by an independent person to determine whether there is a disciplinary case to answer.
   2. Any other recommendations, eg to policy or procedure.

**Report by:**

Name

Job Title

Date