

STRICTLY PRIVATE & CONFIDENTIAL

[Insert School Name]

Investigating Officers Report

Investigation into the alleged *[misconduct/gross misconduct - delete as appropriate]* of *[insert employee name, job title at school name]*, conducted under the School's Disciplinary Policy and Procedures

Investigating Officer: *[insert name of Investigating Officer]*

For consideration by the Commissioning Officer: *[insert name of Commissioning Officer]*

Date: *[insert date]*

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1. School Background

Insert brief background of the school eg: form entry, pupil roll, community it serves, recent organisational change etc.

2. Case Background

In *[insert date]* it came to the attention of *[xxx]* that *[insert employee's name]* had allegedly behaved in a manner that was not consistent with school policies and procedures.

It is alleged that *[brief outline of the alleged case]*

[Xxx] considered the matter to be of a serious concern and following advice from our HR provider the decision was taken to commission an investigation under the School's Disciplinary Procedure. The matter deemed to potentially constitute *[misconduct/gross misconduct - delete as appropriate]*

3. Terms of reference for the Investigation

The specific allegation(s) against *[insert employee's name]* are defined by the school as follows:

[insert allegation(s) here]

The Terms of Reference are attached in full as Appendix One. *(Any policy or procedures that have been breached must form as part of the appendices)*

4. Purpose of the Investigation

To examine the evidence relating to the allegation(s) against [xxxx], in order to assist [xxxx], as the Commissioning Officer, to determine the most appropriate and fair way forward in implementing the Disciplinary Policy and Procedure.

All information collected during investigations shall remain confidential to the person(s) directly involved.

5. Methodology and Process of the Investigation

The Terms of Reference for the investigation were agreed on the [insert date] to produce a written report for the Commissioning Officer to close the investigation detailing the findings, conclusions, and recommendations in relation to the purpose of the investigation as defined above, including whether there is a case for disciplinary procedures.

Insert in table names of those interviewed and/or providing witness statements (if this includes children they must not be named and should be anonymised as eg: Child A, Child B etc.

Name	Job Title	Date	Interview Notes
			Appendix X

The following documents were also received and these form part of this report and are attached as appendices:

List what evidence was examined i.e. An examination of systems, Practices, Policies and Procedures and other documentary evidence that may be relevant to the allegation(s) including recordings both manual and electronic.

Was any other body involved in the investigation, for example Audit?

On the basis of the information and documents supplied and the interviews undertaken, I considered that I had sufficient information to present a fair and balanced report.

6. Findings

Background to the allegation(s)
Evidence obtained
Evidence uncovered of any other issues substantial to the case
Supporting evidence for the allegation(s)
Any conflicting evidence
Timeline of events (if applicable)

7. Mitigating Circumstances

Is this a first offence or isolated incident?
Are there any training issues identified?
Any medical concerns that may have impacted on behaviour?
Any shortfall on school processes/procedures/protocol?
Length of service?

8. Breached Policies

List here and include as appendices and highlight the relevant sections that have been breached.

9. Conclusions

6.1 Allegation One: *[insert wording of allegation here]*

[insert deductions from the evidence, consideration of blameworthiness versus mitigating circumstances]

There is therefore, on the balance of probability, sufficient evidence to *[support/not support/partially]* this allegation.

6.2 Allegation Two: *[insert wording of allegation here]*

[insert deductions from the evidence, consideration of blameworthiness versus mitigating circumstances]

There is therefore, on the balance of probability, sufficient evidence to *[support/not support]* this allegation.

10. Recommendations

This investigation was undertaken in order to provide information for the Commissioning Officer. It is therefore recommended that the contents of this report are considered by the Commissioning Officer and our HR provider as part of the school's Disciplinary Policy and Procedure.

11. Appendices

(Page number the appendices)

- Appendix 1 Terms of Reference
- Appendix 2 Copy of Complaint (where applicable)
- Appendix 3 Investigation Meeting Notes for [insert name of interviewee]
- Appendix 4 Investigation Meeting Notes for [insert name of interviewee] (add more as required)
- Appendix 5 Other information or evidence (detail as required)
- Appendix 6 Job Description
- Appendix 7 Code of Conduct (where applicable)
- Appendix 8 Disciplinary Procedure
- Appendix 9 Other Relevant Policies or Procedure (where applicable)

Report Author: *[insert name and position]*

Report Commissioned by: *[insert name and position]*

Date of Final Report: