

## COUNTY LADO SERVICE

### **GUIDANCE FOR INVESTIGATION REPORTS FOR ALL SETTINGS**

The County LADO Service are often asked for example investigation reports or templates. This is a suggestion and can be adapted in line with your own internal processes and advice from your HR representatives. This is a not a statutory document.

#### **General points to address for all investigations: -**

- Ensure whoever is investigating understands or has experience in **safeguarding**.
- Ensure that the investigating officer is **sufficiently impartial** or consider **commissioning** someone to complete on your behalf.
- Refer to the member of staff's contractual obligations and **code of conduct**.
- Be mindful of the **policy** and procedures relevant under safeguarding children.
- Ensure you are clear what the **allegation** is against the member of staff.
- Are you clear from the **LADO** what needs to be addressed?
- Ensure the **child's voice** and **lived experience** is included.
- Be clear on member of staff's voice, **insight and understanding** of risk and professional conduct.
- Provide a clear or recommended **outcome(s)** in line with allegation management.
- Clear **timeframe** for completion (maximum 10 working days).
- Ensure author of report knows it is acceptable and **appropriate to share** the content with the LADO.

# INVESTIGATION REPORT TEMPLATE

TITLE e.g. ALLEGATION MANAGEMENT REPORT

Member of Staff	Job Title/Role	Setting details
Investigating Officer	Job Title/Role	Setting Details
Date of allegation	Date Investigated	Date Concluded

## OVERVIEW / SUMMARY

**Set out what has been alleged and by who, what is being investigated and the outcome.**

You will need to ensure that this clearly identifies the focus of the investigation and whether there are one or more allegations that need to be addressed.

Example:

*An allegation of inappropriate conduct has alleged to have taken place on 00/00/20000 by staff member X. Staff member X is alleged to have held child Y against the classroom wall (inappropriate physical intervention) whilst continuing to shout in their face in front of the class (inappropriate behaviour/emotional abuse) This was reported by ..... to staff member .... on 00/00/2000.*

*This report covers the investigation into this safeguarding concern. The investigation was to establish whether the child Y suffered harm and whether staff member X presented and or continues to present a risk to this child and or others. The investigation assessed whether staff member X breached their professional code of conduct, practice and policy (list which ones...)*

*The outcome of the investigation is...*

## METHODOLOGY

**Detail here terms of reference, what you did and your sources of information.** In some circumstances it may be useful to record a chronology and attached as an addendum to the report.

Details of **witnesses** that you have interviewed. If you have not interviewed a witness – explain the rationale behind your decision not to interview them.

Interview with and record/account of **member of staff subject to the investigation/allegation** must be included and analysed.

Reference to the **child's voice and lived experience** must be included. If not interviewed as part of this process explain how you have obtained the information. For example, child may have been interviewed by Social Worker and or Police as part of the investigation. Clear acknowledgement of safeguarding concerns and impact on the child is important and must be analysed.

Documents reviewed e.g. training records, incident logs, procedures.

## BACKGROUND – contextual safeguarding

Include details of employment / circumstances leading up to the current situation and actions taken in response to the allegation.

This will include details of safer recruitment processes e.g. whether references were requested, clear DBS etc.

Previous allegation management concerns and any relevant disciplinary actions.

## ANALYSIS

**Pull together information gathered, facts and evidence.**

Consider what supports the allegation(s) and what has been provided as mitigating factors. This may include highlighting areas that are unclear and the reasons why.

Remember that you are considering this against the test of '**balance of probabilities**' under Childrens safeguarding.

## CONCLUSIONS AND RECOMMENDATIONS

**This is where you provide an overall fact-based assessment on a) whether there is evidence to support the allegations and b) the strength of the evidence.**

The conclusions should be clear and concise without stating opinion or assumptions.

A clear rationale must be provided.

Refer to the allegation management outcomes and record clearly which outcome(s) has been reached. Do not leave this blank – an outcome or recommended outcome is expected and will be requested by the LADO who will adjudicate and confirm the final outcome(s) decisions.

**Substantiated** – there is sufficient identifiable information to prove the allegation – this did happen. Employer to refer to DBS if matter is serious enough to warrant dismissal or cessation of role.

**False** – there is sufficient evidence to disprove the allegation

**Malicious** – there is clear evidence to prove there has been a deliberate act to deceive and the allegation has been entirely false

**Unfounded** – there is no evidence or proper basis which supports the allegation being made. It might indicate that the person making the allegation misinterpreted the incident or was mistaken about what they saw. Alternatively, they may not have been aware of all the circumstances

**Unsubstantiated** - An unsubstantiated allegation is not the same as a false allegation. It means that there is insufficient evidence to prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

**Sign and date your report – SHARE with the LADO.**