**Investigation Plan (Scope of the Investigation)**

*[Amendments to content can be made as required; this document is intended as to support investigators in undertaking the investigation and completing the written investigation report]*

|  |  |
| --- | --- |
| **Investigators** |  |
| **The allegation to be investigated** |  |
| **Provisional time-frame** |  |
| **Policies and procedures to review and follow**  *(i.e. Fostering Standards and Regulations and Safeguarding Procedures and Fostering allegations procedures linked to the Managing Allegations Protocol and Procedure (8.3) on the NSCP website)* |  |
| **Issues that need to be explored/clarified**  (W*hat are the issues to be considered and explored in order to investigate the allegation*?) |  |
| **Sources of evidence to be collected**  *(i.e. statements from all / case notes; supervision notes; CCTV; social media; interviews; record of Multi-Agency LADO meeting, if there had been meetings; fostering background form)* |  |
| **Persons to be interviewed**  *(consideration of the order of interviews)* |  |
| **Investigation meetings further arrangements**  *(When/where/notes to be taken by)* |  |
| **Name of any persons to supply own statement,** i.e., foster carer |  |
| **Investigation interviews to be completed by**  *(Consideration to who is conducting the interviews, i.e. if any child / young person needs to be interviewed*?) |  |
| **Collection of evidence to have been completed by** |  |
| **Further considerations**  *(Any other information that comes to light during the investigation process)* |  |

*This document is adapted from the ACAS ‘Investigation Plan’ proforma - ‘Carrying out investigations in the workplace’ and is applicable for use in allegations investigation process with foster carers*

***Investigation Report Template***

*[The investigation report should be completed jointly by the Fostering Service and Children’s Social Work Team – see ‘Managing Allegations Against People Working with Children’ Protocol and Procedure 8.3: NSCP website]*

**Allegations Against Person Working with Children**

**Investigation Report**

**Section 1:**

1. **Name of Person of Concern & role in working with children:**
2. **Details of the Allegation/s:** *[including any further concerns identified in addition to the original allegation; include dates and circumstances where additional concerns were identified]*
3. **Name & role of Investigator/s:**
4. **Investigation authorised by:** [name/role of senior manager]
5. **Dates the investigation began & was concluded:**
6. **Investigation process:** [*Explain how the investigation was authorised, i.e., following completion of a criminal investigation process; or as a part of an action plan agreed within the safeguarding LADO process/S47 Strategy Meeting (no criminal investigation)]*
7. **Evidence collected:** [*List all evidence collected: i.e. documents; interviews notes; file reviews; procedures reviews etc*]
8. **Evidence not collected:** *[List all evidence that could not be collected and why]*
9. **Persons interviewed:** *[List all people interviewed; it is important that there is consideration to how the voice of the child / young person is ensured in the process]*
10. **Persons not interviewed:** *[List any witnesses that could not be interviewed and why]*
11. **Anonymised statements:** *[If any, please give context of why anonymised]*
12. **Summary of witness evidence:** *[i.e. people interviewed - name and summarise each witness statement, quote from statement where relevant, set out how the witness statement supported or did not support your findings and why?]*
13. **Facts established:** **[*bullet-point*** *the detail of the facts from the investigation that was established*]
14. **Facts that could not be established**: *[bullet-point the matters in detail of any part of the investigation that was inconclusive]*
15. **Mitigating factors:** *[detail if there were any mitigating factors uncovered that are relevant to the investigation]*

1. **Other relevant information:** *[detail any other information that is relevant to the matter]*

**Section 2:**

**Foster Carers Account of Events: [***Carers* ***must*** *be asked for their account of the events of concern. It is important that the LADO process demonstrates that the person who is subject of an allegation and investigation has had full opportunity to share their account which will be considered as part of the LADO adjudication at the final meeting.*

*Carers* ***must*** *be advised that they can independently email their account of events directly to the LADO* [*LADO@norfolk.gov.uk*](mailto:LADO@norfolk.gov.uk)*.*

*Carers should also be asked to put it in writing that they are satisfied that you represent their views in the LADO process, if they do not offer a separate written submission]*

**Section 3:**

**Conclusion & Recommendations:**

[To include a short analysis of the outcomes of the investigation and recommendations for onward actions, i.e. f*ormal action such as return to fostering panel, and /or Informal action such as training; support; supervision etc. and if there are any other recommendations related to the matter]*

**Investigators signatures:**

**Date:**

**APPENDIX 1**

**List of written and physical evidence which must be read/considered in conjunction with the detailed Investigation Report:** *[To include all items – witness interviews; specialist reports; CCTV; case notes; social media etc. Please include title and full date of each evidence source]*



**NB:** *This report template was adapted from the ACAS model proforma - ‘Carrying out investigations in the workplace’ with minor amendments to make it relevant for a Fostering Service investigation process*