**Please fill in all sections of this form.**

**Honest conversations template**

You’ll need to have some honest conversations as part of your investigation. This template is intended as a guide to help you, but it’s not a script. You should base your questions on the specific situation you are in, and the needs of the volunteer – you don’t need to include points that are not appropriate.

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| What concerns is the investigation looking into?  Type here | |
| What is the purpose of this conversation? What role does it play in the investigation?  Type here | |
| If you’re meeting with the investigation subject, let them respond to the concerns. What do they understand of the concerns raised against them? What is their perspective on the situation?  Type here | |
| How are they? Has anything changed in their circumstances that may impact on the issue you have contacted them about?  Type here | |
| What responsibilities are included within their role?   * Are they able to do everything asked of them? Be specific. * Which of these responsibilities could be done by someone else in the team? * If the role needs to be reduced or restricted, which areas would they like to let go of?   Type here | |
| What support would they like to be put into place? This may include training, additional volunteers, taking a break or having a buddy or mentor for example.  Type here | |
| Are there other roles available that would better suit them? Perhaps they could change section, volunteer more flexibly or take on a less time-intensive role?  Type here | |
| What are your agreed actions? Make these SMART - Specific, Measurable, Achievable, Reviewed and Time-specific.  Type here | |
| Date of next catch up | Type here |