

Please fill in all sections of this form

**Investigation report template**

|  |  |
| --- | --- |
| Safe practice team | Complaints and Compliance  Safeguarding |
| Member of HQ staff overseeing the case | Type here |
| Case reference number | Type here |
| Investigator’s name | Type here |
| Investigator’s Girlguiding role (for example county commissioner for…) | Type here |
| Investigator’s membership number | Type here |

List the details of everyone involved with the investigation.  
This may include for example parent or carers, complainants, volunteers, or commissioners.

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| Initials of person involved | Name and membership number (if relevant) | How is this person involved with the investigation  (For example, complainant or the subject of the investigation)? |
| Type here | Type here | Type here |
| Type here | Type here | Type here |
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**Concerns investigated**

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| Give a brief outline of the initial concerns raised. Include any discussion notes you have from speaking with the person who raised the concerns.  Type here |
| Additional concerns.  Type here |
| Did the investigation need further concerns looked at? If yes, include them here.  Type here |

**Timeline of investigation**

Record any investigation actions taken for this case here. You should highlight main issues, conversations, meetings, or any other actions relevant to the case. If you have used the investigation timeline you can insert that below.

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| --- | --- | --- |
| Date | How was contact made?  (For example: phone call from AB to HQ.) | Action taken  Give a brief summary of actions taken in the investigation, including the initials and details of everyone involved. |
| Type here | Type here | Type here |

**Investigation findings**

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| Focusing on facts, state what the evidence shows.  Type here |

**Investigation conclusion**

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| For each concern investigated, indicate whether you uphold, partially uphold, do not uphold or are unable to reach a conclusion. Please explain your reasoning for each conclusion.  Type here |

**Learnings**

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| What learnings can be taken from the investigation? For example, is there anything local guiding will do differently as a result of this investigation?  Type here |

Following your findings, please provide any recommendations to support learning moving forward.

If it is recommended that actions are to be taken under the [managing concerns about adult volunteers](https://www.girlguiding.org.uk/making-guiding-happen/policies/managing-concerns-about-adult-volunteers-policy/) policy, please refer to guidelines and templates under those procedures.

**Recommendations**

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| Do you have any recommendations for Girlguiding to take forward as the result of your investigation? For example, are there any updates for relevant policy, procedure, or training modules? Is there further guidance which needs to be provided by county, region, or HQ?  Type here |

**Final steps**

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| Please list any steps you plan to take in order to close this case off. These may involve sending outcome letters to parties involved, locally monitoring the unit to ensure recommendations are followed through or passing investigation documents to HQ.  Type here |

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| For HQ use only  Date received by HQ: Type here Case gone to review: yes  no |