

Points for the manager to cover at the beginning of an investigation meeting

Right to be accompanied by Trade Union Rep or Colleague

If not accompanied, advise of right and confirm happy to continue without representation.

Explain the purpose of the meeting

I have been asked to carry out an investigation into the allegation that X did X on X. the Investigation will be carried out in line with the Disciplinary/Grievance/Bullying and Harassment policy. We are meeting you (as the claimant/respondent/a potential witness) to hear your version of events.

I am impartial and intend to carry out a thorough and balanced investigation.

I will be asking you factual questions so that I can understand what happened and to resolve the matter.

XX will be taking notes. The notes will form part of a report that will be submitted to the Headteacher/Governing Body with my findings, conclusion and recommendations.

The notes will remain confidential unless the matter were to be taken to a formal hearing.

Witness - In this situation the respondent and hearing panel will be able to view the report and your statement.

Confidentiality

The matter must be kept confidential and I request that you do not discuss with anyone apart from your representative. Breaches of confidentiality may result in disciplinary action. No one should be treated less favourably as a result of what they may say.

Questions

Background about individual - What is your role? Which department do you work in? How long have you been working for the School?

Closing

Is there any further information you can provide that you feel would be helpful to me in this investigation?

Do you feel you have been fully heard today? (respondent)

Claimant and Witnesses – The School will then deal with the situation as they feel appropriate (the outcome will not be reported to them).

Respondent Only - The School will be in touch as soon as possible to confirm the outcome.

Any questions?