**Investigation Support**

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| **The role of a Commissioning Manager** | The role of a Commissioning Manager is to lead and be responsible for managing the overall process, including the allocation of administration support and for bringing it to a timely conclusion. It is therefore important that the Commissioning Manager keeps in regular contact with all parties involved. Including but not restricted to reviews of exclusions and or restrictions of practice; and temporary redeployments etc.  On completion of the investigation the Commissioning Manager must make a decision on how to proceed. The Commissioning Manager’s responsibility is also to work alongside Safeguarding when this is a factor in a Workforce Investigation. |
| **The role of a Investigating Officer** | The role of an Investigating Officer is to be fair, objective and impartial so that they can establish the essential facts of the matter and reach a conclusion on what did or did not happen. An Investigating Officer should do this by looking for evidence that supports the allegation and evidence that contradicts it.  In potential disciplinary matters, it is not the Investigating Officers role to prove the guilt of any party but to investigate if there is a case to answer. |
| **Allegations** |  |
| **Provisional time-frame** |  |
| **Policies and procedures to**  **review and follow** |  |
| **Issues that need to be explored/clarified** |  |
| **Sources of evidence to be collected** |  |
| **Persons to be interviewed**  (including planned order of interviews) |  |
| **Investigation meetings further arrangements**  (When/where/notes to be taken by) |  |
| **Persons to supply own statement** |  |
| **Investigation meetings to be completed by** |  |
| **Collection of evidence to have been completed by** |  |
| **Further considerations** |  |