



Investigator's Report

The 'investigating officer' will be required to prepare a report for distribution and discussion at the Safeguarding Planning Meeting which should be held within 28 days of the Strategy Meeting.

This is a written form of evidence which will set out primary sources of evidence including facts recorded in notes and documents and real evidence.

The report should provide a clear summary of the investigation.

Please complete the following form as fully as possible. Do not leave an empty box, if you do not have the required information please enter, 'not known'.

The report should be made available to the Chair no later than 5 working days before the date of the Planning Meeting to allow for circulation prior to the meeting. The report should be sent by mail or as a password protected document via email.

- Details of the initial alert/referral with all dates and times, including the location and any witnesses present.
- Details of people interviewed including date, time, duration, location and people present at interview
- Basic Details:
 - o Person alleged to have been harmed
 - o Person alleged to be responsible for causing the harm including their relationship to the adult at risk where known
- Outline the current allegation(s) and any previous allegations

- A description of the adult at risk and his/her circumstances including
 - o Their views of the situation
 - o Their social situation/networks
- The adult at risk's own account of the alleged harm including:
 - o Dates
 - o Times
 - o Frequency
 - o Duration
 - o Location
 - o Any triggers identified
 - o The adult at risk's wishes/feelings at the time of the abuse and at the time of the interview
- Direct quotes
- Observations
- An assessment of the adult's capacity to make decisions about their safety and sharing of information including:
 - o Date of assessment
 - o Copy of assessment documentation (appendix)
- Record of any injuries and of any medical examination undertaken
 - obodymap, to be included in the appendix
- Evidence
 - o to support the allegation
 - o to refute the allegation
 - o to support action under disciplinary procedures
 - o to support action via contract monitoring/regulation by CQC
 - o for any legal action other than criminal, for example
 - ☐ Mental Capacity Act
 - ☐ Mental Health Act
 - ☐ Civil action
- Conclusions and Recommendations for future action including consideration of any future risks
- Name, job title, signature, date and time written report completed