



THE SOCIETAS TRUST



Investigation Procedure

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Investigation Procedure

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General Requirements

In order to give effect to The Societas Trust's (the Trust) policies and procedures there needs to be a manager in a deciding role. Such a manager is to be known as the 'Deciding Manager' to differentiate this role from that of the 'Investigating Manager'. After initial fact finding, the Deciding Manager may consider that a matter is not capable of being dealt with informally and so requires a formal investigation. The purpose of an investigation is to enable the Deciding Manager to establish, as far as possible, the facts behind any grievance or disciplinary allegations in order to decide how to progress any issues through the relevant procedures. This procedure applies to employees of the organisation, referred to in this guidance as colleagues.

The form of investigation will depend on the nature of the allegations and will vary from case to case. It is important to keep an open mind and look for evidence which supports the colleague's case as well as evidence against it.

The manager leading the investigation will be referred to as the Investigating Manager for the purposes of this procedure. Investigations must be carried out by managers who have sufficient skills and experience to complete an effective investigation considering the nature of the case.

An investigation must not be undertaken by anyone who is either a witness to events and/or who will oversee any subsequent proceedings.

Depending on the seriousness of any allegations the investigation may, in straightforward cases, be a short consolidation and chronology of facts or, in more serious or complex circumstances, necessitate a more detailed inquiry involving the gathering of evidence and statements. However, in all cases the Investigating Manager will need to provide enough information so that the Deciding Manager can make a reasonable decision based on the information established from the investigation.

Anyone involved in the investigation must be treated fairly, reasonably and with courtesy and respect. Any investigation must recognise the need for confidentiality. Colleagues involved with the investigation are to comply with The Trust's equality and diversity principles giving due consideration to any particular needs of those participating which may arise due to cultural, personal, physiological or lawfully protected characteristics or circumstances.

The investigation process can be stressful to all concerned. Providing appropriate support and/or counselling (if appropriate) should be considered for all parties involved in the investigation process.

Any reference to 'the employer' refers to The Societas Trust.



Formal Investigations

Where a Deciding Manager initiates a formal investigation, they will identify and arrange for an appropriate person to carry out the investigation but will retain authority for the investigation process at all times. This person will be known as the Investigating Manager.

If a manager undertaking an investigation is unable to continue for unavoidable reasons such as long-term illness or jury service, a substitute must be nominated by the Deciding Manager within 3 working days. Similarly, where the Deciding Manager becomes unavailable for unavoidable reasons a substitute will be nominated.

Where a Deciding Manager initiates an investigation, they will brief the Investigating Manager on the following points

- Why the investigation has been instigated
- Details of any allegations which have been made
- The sequence of events leading up to the investigation
- Whether the colleague has been suspended
- When and how the colleague was made aware of the allegations made against them

The Investigating Manager should:

- Ensure that they treat the investigation as confidential
- Clarify which policy the investigation is being carried out under
- Clarify the issues to be investigated and consider The Trust's definitions under the relevant policies
- Consider the sequence in which witnesses will be met with (including the colleague under investigation)
- Consider what points need to be evidenced or proven
- Consider how each witness will contribute to the investigation
- Consider what questions need to be asked to establish appropriate facts
- Consider what other evidence they will need to review
- Arrange an impartial note taker for each meeting

It is essential to ascertain who has witnessed the events so that facts can be gathered as soon as possible and before memories fade. Any investigation should be commenced within 5 working days of a decision to instigate the investigation.

Wherever possible, investigations into the allegations or complaint should be completed within 30 working days. Any delays in completing the investigation must be fully documented and the relevant parties kept informed. Therefore, the nominated Investigating Manager must be able to devote sufficient time to the investigation



without being distracted by his/her primary role. The Deciding Manager will monitor this and act where necessary, throughout the investigation. Investigation meetings should be held as quickly as possible and without unreasonable delay. A nominated Human Resources (HR) Consultant from The Trust's HR provider will be available to advise the Investigating Manager on procedural matters and support with preparing for the investigation.

At the investigation stage, if a complaint or allegation has been made against a colleague, or where a colleague is raising a grievance or a complaint, the colleague will be given a reasonable opportunity to ask the Investigating Manager to meet with relevant and important witnesses to gain their view on what has occurred and any such request will not be unreasonably denied. They must specify the name of the witness and explain the reason for the request. Where a request is refused the colleague may appeal the refusal to the Deciding Manager who will determine whether the witness should be met with based on the merits of the request. The Investigating Manager will focus on finding witnesses whose evidence will have a specific and direct bearing on the investigation but other than the need to achieve corroboration should avoid multiple witnesses who will not add anything further to the investigation e.g. witnesses who are only going to confirm facts already established. Colleagues who did not witness the actual event/s or incident/s will not be met with or involved in the investigation.

If we have reasonable grounds to suspect that the potential misconduct or complaint involves fraud, systems abuse, theft, or any financial irregularity, we will notify the Trust's auditors and/or the police as soon as possible.

If allegations made are anonymous, advice will be sought from the Trust's HR provider on the action to be taken which will depend on the circumstances, nature and content of the allegations.

Colleagues must co-operate fully and promptly in any investigation. This will include informing the Investigating Manager of the names of any relevant witnesses, disclosing any relevant documents to them and attending investigation meetings if required.

Investigating Allegations against Colleagues

The colleague under investigation is required to co-operate reasonably with any investigation but cannot be compelled to make a statement against his or her will. A colleague who is absent due to sickness is not necessarily unfit to attend an investigation meeting and, unless there is medical advice to the contrary, e.g. from Occupational Health, the colleague should co-operate with the investigation.

Refusal to give a statement must not be viewed as a sign of guilt but the colleague must be advised that:



- The investigation will nevertheless proceed but a decision on what further action could be taken may have to be made without them having put forward their case
- Their refusal to give a statement will be recorded as part of the investigation.

The colleague under investigation must be given every chance to state their case and, therefore, will be met with as part of the investigation (unless for example they have been declared unfit to be involved) to gain their view on what occurred. The Investigating Manager must keep an open mind and not make assumptions about the outcome of the investigation. If there is more than one allegation each should be dealt with separately, and the colleague must be given the opportunity to respond. There is a right to be accompanied by a fellow worker, a trade union representative or an official employed by a trade union at investigation meetings.

Following the investigation meeting with the colleague under investigation it may be necessary to meet previous witnesses again (and consequently the colleague under investigation) to clarify issues.

If the colleague offers their resignation before the investigation is complete, the Deciding Manager will decide whether to continue with the investigation process given the nature of the allegations. Where a colleague's resignation has been received, there may still be a legal duty for The Societas Trust to refer information to the Disclosure and Barring Service - DBS in certain circumstances where they may have been removed from their role if they had not resigned.

Surveillance and/or Monitoring

In extremely exceptional and restricted circumstances, covert surveillance or monitoring may only be considered in order to gather evidence where criminal activity or equivalent malpractice is suspected. Furthermore, it should only be deployed as part of a specific investigation and should cease once the investigation is completed. Other information collected in the investigation relating to any colleague who is not the subject of the investigation will be disregarded and where feasible deleted.

Covert monitoring will not be used in the workplace generally or specifically in places like toilets and private offices except where there is a reasonable belief that serious crime is occurring and there is an intention to involve the Police.

Prior to undertaking any such surveillance or monitoring, the Deciding Manager must obtain express advice and specific authorisation from the CEO in line with The Trust's procedure and relevant legislation before any covert monitoring can occur.

Matters Involving Children and Other Vulnerable People

Any concern of a child protection/safeguarding nature, pertaining to a child under the age of 18 should be considered by the Deciding Manager using the Trust's Safeguarding Policy and referring to the Keeping Children Safe in Education



Guidance. Without delay the Deciding Manager should make a referral to the relevant Local Authority Designated Officer (LADO). They will initiate any necessary safeguarding activities and advise upon anything additional the referrer may need to do.

Where concerns relating to a child under 18 involve the possibility of inappropriate behaviour by an adult in a position of trust or an allegation is made directly about an adult in a position of trust, then it is a requirement that an 'Initial discussion is undertaken with the relevant LADO within 24 hours of the concern or allegation arising. The LADO will advise on next steps including possible suspension, how the matter should be investigated and when and who should be told about the matter in conjunction with the Trust's HR provider and the Deciding Manager. There should be no presumption that the adult should be made aware of the concern/allegation prior to contacting the LADO.

Where safeguarding concerns arise in relation to a vulnerable adult (over 18) then advice should be sought from The Trust's HR provider.

Physical Evidence

Originals or certified copies of documents or other items relevant to the case such as timesheets and claims, that are referred to in the investigation report should be attached as appendices. Objects and artefacts referred to (or certified photographs where it is not possible to produce an original item, e.g. if it is fixed or too large) should be clearly labelled as appendices. All appendices should be numbered.

Record Keeping

During the investigation, the Investigating Manager should keep copies of paperwork and correspondence and after the investigation is complete, the paperwork should only be attached to the personal file of the colleague who is under investigation where there are safeguarding concerns and/or the matter has progressed to a formal hearing.

Dealing with Witnesses and their Evidence

The meeting with the witnesses should be in a quiet place away from their immediate workplace where confidentiality can be assured and consideration should be given to providing comfort breaks or adjournments. They should be advised that they will be required to sign their statement. They must also be advised that where the matter progresses to a hearing, their evidence may be shared with the member of staff under investigation and/or their representative and that they could be asked to attend any subsequent hearing where they may be questioned. An investigation template is available to support you in structuring the meeting.

Being involved in an investigation can be stressful and the investigating manager should put witnesses at ease as far as possible and treat the witness with sensitivity



and respect, avoiding any temptation to interrupt. A short introduction and explanation of the allegations and what the meeting is aiming to achieve prior to undertaking detailed questioning will give the witness an opportunity to settle down. The investigating officer should then ask the witness to give a brief outline of their evidence which will help put things into context and identify what detailed questions should be asked. If a witness does become distressed during the meeting a brief adjournment should be considered. When requesting additional information, open questions e.g. What, when, why, where, who, how, “tell me about...” are more likely to elicit a detailed response than questions which can simply be answered “yes” or “no”.

All evidence collected must be included and presented, along with the investigation report to the Deciding Manager once the investigation is completed.

As far as is possible the Investigating Manager should be clear about what evidence they are trying to establish from each witness. However, the exact nature of the evidence may not be known. Therefore they should be prepared to adapt their inquiries according to the responses given and not attempt to lead the witness to give an expected answer or ‘edit’ their statement in any way that alters their intended evidence. Simply said, the investigation should be unbiased, reasonable and investigate all angles to establish evidence to support both the colleague’s view and the supporting evidence towards the allegations.

The Investigating Manager should endeavour to obtain ‘best’ evidence e.g. first-hand accounts from witnesses who are prepared to give a signed statement. Evidence should be corroborated, where possible, to avoid inconsistencies. Hearsay (which relies on what a witness has been told by a third party) will not normally be used but where it is it must be treated with caution and cannot be relied upon in isolation.

Anonymous evidence will only be permitted if the witness can establish that there is a real fear of reprisal, detriment or retribution. Where anonymous evidence is to be taken the following steps will be necessary. Explore whether the witness had the opportunity and ability to observe clearly what they are asserting and with accuracy. Equally, exploring why such details are memorable. Tactful enquires are needed into whether the anonymous informant has suffered at the hands of the accused or has any other reason to fabricate their evidence.

Witnesses who wish to give anonymous statements should be advised that anonymity cannot be guaranteed if the matter proceeds externally to the Trust. This is particularly important if the reason for them wishing to remain anonymous is a fear of reprisal, detriment or retribution. If a colleague declines to give evidence the reason should be considered and further advice sought from the Trust’s HR provider before proceeding. In some circumstances refusing to assist in a work related investigation could be considered misconduct under the Disciplinary Policy.



When the Investigating Manager is sure that all relevant questions have been asked they should ask the witness if there is anything else they wish to say in evidence. They should then briefly summarise what has been covered so the evidence can be agreed or clarified if necessary. Where possible, the evidence should immediately be transcribed into a statement. If this is not possible due to the length of the evidence the Investigating Manager should draw up the statement, a template is available, without unreasonable delay. In either case the witness must be given sufficient time to read the statement and be offered the opportunity to challenge and clarify the content of the statement. This may be necessary if the Investigating Manager has misunderstood a point the witness had intended to convey. However, if it would represent a radical change to the evidence given, the Investigating Manager should leave the evidence as it is but note the witness' concerns and any changes they wish to be made. Their reason for changing their evidence should also be recorded.

On completion of the meeting the witness should be told that they must not discuss their evidence/statement with anyone else, particularly other witnesses or the person being investigated. Witnesses for the person under investigation may reasonably discuss their perception of events with them and/or their representative but must not directly communicate the evidence specifically given to the investigation. All witnesses should also be asked to report immediately any approach, directly or through a third party, by the person under investigation to ascertain the nature of, or attempt to influence, their evidence. Any attempt by the person under investigation to intimidate or influence a witness may result in the colleague being suspended and may be regarded as an act of gross misconduct under the Disciplinary Policy.

Investigation Report

The Investigating Manager prepares a report confirming the process and findings of their investigation. The report should be in a clear and simple format be written in a way that the reader can easily ascertain what has led to the investigation, what the key issues are, what the investigator reviewed and what were the findings.

The report will document what facts the Investigating Manager has discovered during the investigation and will include any documents that relate to the finding of any such facts. The Investigating Manager must not speculate or make recommendations about whether a formal hearing should be convened in the case of a disciplinary matter or what disciplinary sanction may be appropriate as these are the functions of the panel at the hearing. In some circumstances, it may be appropriate for the Investigating Manager to feedback wider observations to the Deciding Manager and issues that have arisen as part of an investigation. This may include providing suggestions about what action might be taken for example training or communications.

If the Investigating Manager feels that there is evidence to indicate that any alleged misconduct has occurred or the complaint could be considered malicious or vexatious, the Investigating Manager will report on their findings explaining why they believe that



this has occurred, describing the basis for their belief and referring to any supporting evidence accordingly.

An example template is available to structure the investigation report. However, please seek advice from the Trust's HR provider on the appropriate format for each individual investigation.

What the Deciding Manager Should Consider Arising from the Investigation

- The nature of the alleged misconduct or complaint (if applicable)
- The circumstances, background and context of the issues
- What witness statements reveal
- Whether there are any other facts that can clarify the situation including any relevant written or electronic records, timesheets etc
- The seriousness/effects of the behaviour/action and/or its relevance to the colleague's job, team and function of the Academy or Trust. Whether the alleged conduct or action reflects poorly on or brings the good name of The Societas Trust into question
- Whether there are any work-related factors that may have contributed to the behaviour or action such as changes to the team, job or the working environment
- Whether the colleague received appropriate induction, support and training
- Whether there are any personal or underlying factors that might have affected the situation such as illness, disability, domestic or health problems, or provocation
- Whether there are any other mitigating factors
- Whether there have been previous occurrences without any action being taken
- Whether the colleague had been given any authority, on this or a previous occasion, which would lead them reasonably to believe the action or alleged conduct was acceptable.
- What the Trust's policy, procedure or guidance provide for
- Whether there is or was an established custom and practice prevailing.

Having considered all the above matters, the Deciding Manager will consider whether there is a case to answer or not. The Deciding Manager may conclude that there is insufficient evidence to proceed to a formal hearing or that an appropriate response would be a management instruction, additional training or may decide to progress the matter to a formal hearing.



Effective Date

This procedure was adopted by the employer after consultation with the JCNC.

The Chief Executive Officer will periodically review this procedure following changes in employment law and in consultation with the Trust's HR Provider.



Investigation Meeting Template

Ensure meetings are held in a suitable venue where you can make sure you will not be interrupted.

Introduction:

- Introduce yourself and the notetaker and outline your role in the investigation.
- Confirm investigation details (name, job title, length of time with XXX).
- Note date and time of meeting.
- Confirm name of colleague Representative (if XXX does not have a representative, confirm they are aware of their rights to be accompanied and get agreement that they are willing to continue with the meeting).
- Describe the investigation Terms of Reference i.e. the allegations or complaint.
- If an account of the meeting is to be taken, confirm this to the colleague and tell them a copy will be sent to them for verification.
- Ask if they have any questions for clarification.

Conducting the Meeting:

- It is vital that any investigation is dealt with sympathetically with due regard to the feelings and emotions of everybody concerned (including the alleged perpetrator).
- The grievance complainant or colleague under investigation for misconduct should be met with first with the aim of obtaining as much detail about the complaint as possible
- Ensure all persons attending meetings have been notified and informed of their rights to be accompanied by a representative.
- Asking all relevant persons using open (descriptive), closed, hypothetical and probing questions as appropriate.
- Do not ask leading questions.
- Investigate all angles, which may support the allegations or the employee's version of events.
- Listen carefully to what is being said and do not interrupt when people are speaking
- Attempt to note accurately what is said and probe for clarification.
- Summarise information in chunks to check understanding and/or manage the conversation.
- Repeat what is being said to ensure no misinterpretation.
- Ask for demonstrations and diagrams if appropriate that can aid you getting a full picture.
- Pay attention to detail.
- Where the complaint is one of verbal harassment, ask them to say or write the exact words spoken to them and explore the tone of the voice etc.
- Should anyone become distressed or aggressive during the meeting it should be suspended for a short period or terminated.
- If it is a grievance, explore with the complainant what they are seeking by way of an outcome, being careful however not to make any commitments.
- At the end of the meeting ask if there is anything in relation to the investigation that the anyone wants to mention that they have not specifically been asked about.

**Concluding the Meeting:**

- If notes of the meeting have been taken by way of a statement, confirm that a copy will be sent to XXX for verification and signature and when it is expected to be returned. Agree where the statement will be sent to.
- Explain the plan for the investigation through to the target date for submitting the investigation report to the Deciding Manager.
- Explain potential investigation outcomes and any possible consequences for XXX.
- Request all
- not to discuss the content of the meeting – outline potential consequences if confidentiality is found to be breached.



Investigation Meeting Notes/Statement Template

Name of Colleague	
Job Title	
Length of Service/Time in Post	
Companion	
Investigating Manager	
Location of Meeting	
Date and Time of Meeting	

In opening the meeting XXX outlined the following points:-

- Introduction to Investigating Manager and role in the investigation.
- Summary of the reason for the meeting
- Confirmation that the meeting would be noted by an impartial person and that an account would be provided to XXX to verify its accuracy.
- XXX offered the opportunity to ask questions for clarification.

Record of Questions and Responses

Closing

Meeting finished at **[insert time]**

The meeting was concluded by outlining the following points:-

- The plan for the investigation from inception through to the initial planned date for submission of the report.
- The potential outcomes from the investigation for the colleague.
- All requested to maintain the confidentiality of the meeting.



Please tick and sign as appropriate:-

- I have made amendments on the document and agree that this is an accurate account of the meeting.
- I have attached additional comments.
- I agree that this is an accurate account of the meeting

Print Name:

Signature:

Date:



Example Investigation report template

Example Investigation Report

Strictly confidential

Insert Date

Prepared by: Insert Name – Investigating Manager

1. Background to investigation

- Employee details, job title, service
- Why the investigation was instigated.
- The sequence of events leading up to the investigation.
- Whether the colleague was suspended.
- When and how the colleague was made aware of the allegations made against them.

2. Allegations

Following an investigation and meetings with staff members, the following allegations were raised:

1. List them

3. Summary of investigation process

- List of who was met to give their view on what occurred and when.
- Refer to relevant appendices.

4. Findings

If the colleague faces more than one allegation, list the findings for each allegation separately.

- Summary of background and context of the allegation.
- What evidence there is to support, dispute or mitigate the allegation
- Employees statement and evidence
 - Witness statements
 - Training records
 - Medical assessment/OHU or GP records
 - Copy of logs / records
 - Written documents
 - Notes of meetings



- Memos / letters
- Existing procedure
- Any prevailing custom or practice
- The colleague's response to this allegation during your investigatory meetings.
- Whether the colleague admits or denies the allegation.
- If appropriate, whether the colleague has been offered any support; for example, if the allegation is alcohol-related, what support has The Societas Trust provided in relation to this problem?

5. Conclusions

List the conclusions of the investigation.

6. Summary

Consider the following questions.

- Are there any key issues that relate directly to The Societas Trust (for example, a risk to pupils, staff, parent/carers or loss of money through negligence or deliberate acts)?
- Are there any other warnings outstanding against this colleague (verbal or written)?
- Has the colleague been offered the opportunity to improve their conduct through informal support, training and so on? What were the outcomes?
- Are there any medical issues involved? What support have we offered them? What action has been taken, and what was the outcome?
- Are there any key issues that have come out of the investigation that need to be raised in the report?