**Reportable Conduct Scheme**

**Investigation Plan**

**Header 1**

Header 2

Please note that the text in red is provided as guidance to assist you to complete the Investigation Plan. Please delete this text prior to submitting to the Commission.

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| Matter details |
| Subject of allegation details |  |
| RCS reference number |  |
| Organisation contact |  |
| Contact title/position |  |
| Organisation address |  |
| Organisation phone number(s) |  |
| Secure email |  |
| Investigator |  |
| Investigation overview |

* How did the information come to the attention of the organisation?
* Who are the people involved? Who is the alleged victim? Who is the subject of an allegation? Who are each of the relevant witnesses that are known at this time?
* Have any initial inquiries been carried out by the organisation – what was learned?
* Why is the investigation being conducted?
* What details are known at this time?

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| Allegations |
| Allegation 1 | *Each allegation should be separate (dates/victim/location, etc.) Example:*On [date] or between [date] and [date] it has been alleged by [name of discloser] that [name of the subject of the allegation] may have engaged in the following conduct:* [name of the subject of the allegation] approached [name of alleged victim] and said words to the effect of [insert words alleged to have been used] about [insert name of alleged victim] in the presence of [insert names of children who may have witnessed the allegation].

*It is alleged that the above factual allegations may constitute reportable conduct because the behaviour could cause significant emotional or psychological harm to a child.* |
| Allegation 2 |  |
| Subject of the allegation |
| Name |  |
| Address |  |
| Phone number |  |
| Email |  |
| Position held |  |
| Time in position |  |
| Risks |
| Risks | * Identify the context of the investigation and identify any risks; that is, what are the risks and why are they risks?
* Evaluate each risk systematically and at regular intervals if required. Is there anything that can be done to remove or lessen the risks?
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| Issues/notes | * Consider whether the investigation should be undertaken by internal or external investigators.
* Make a list of possible people affected by the investigation and possible outcome.
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| Conflicts of interest | * Consideration should be given to any actual, potential or perceived conflicts of interest of the investigator.
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Scope of investigation

* What is the investigator being asked to do? This means that the allegations need to be clearly defined and set out and the investigator should be asked to make findings in relation to each of the allegations.
* Define the limit of the investigation. What questions need to be answered so that a decision can be made about whether or not the reportable conduct happened and happened in the way that is alleged? This will form the Terms of Reference of the investigation.
* The Terms of Reference are agreed to prior to the investigation starting and are recorded.
* It is essential that the scope be limited to the allegations specified and in the context of the specific legislation or policy. If any additional allegations arise during the investigation, the Investigation Plan should be updated to deal with those new matters.
* The scope of the investigation will be included in the Terms of Reference.

Decision-maker

Who is the decision-maker? This will usually be the head of the organisation.

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| Current information |
| Source | Information | Relevance (to the allegation) |
| *Example: John Smith* | *Statement made providing evidence of:** *Example*
 | *Allegation 1, Element 4* |
| *Example: ASIC* | *Historical extract of Example Pty Ltd* | *Allegation 1, Element 2* |
| Possible witnesses |
| Name | Information | Relevance (to the allegation) |
| *Example: Ian Franklyn* | *Example: Possible witness to alleged incident at ABC School.* | *Example: Was present when the incident is alleged to have occurred. May be able to provide insight into whether or not the alleged incident occurred at ABC School.* |
| *Example: Alex Tsiolkas* | *Example: May have medical evidence of injury.* | *Example: May be able to assist in establishing whether the behaviour could constitute significant emotional or psychological harm to a child.* |

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| Possible evidence |
| Item/document | Source | Relevance |
| *Example: Statement from Ian Franklyn* | *Example: Contact, ABC School* | *Example: Received the complaint of reportable conduct from the child and has information that has been obtained directly from the child when the complaint was received.* |
| *Example: Medical evidence of injury* | *Example: Contact, Ourtown Medical Centre* | *Example: May be able to provide medical evidence of injury. In order to obtain this information I will need to speak with the child’s parent or guardian and ask whether they would provide their consent to obtain this information.* |
| Investigation action plan |
| Action | Date/time action taken or required to be taken by | Person to action | Notes |
|  |  |  | * *Is an expert opinion required?*
* *Notes*
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