

## APPENDIX 2: INVESTIGATION PLANNING CHECKLIST

This checklist should be used at the outset of the Investigation. The checklist can be used as a set of questions or discussion points with the person who asked you to conduct the Investigation.

Action	Completed
<b>Background</b>	
<ul style="list-style-type: none"> <li>Obtain specific wording of the allegations /complaint / concern</li> </ul>	
<ul style="list-style-type: none"> <li>Clarify the remit of the Investigation</li> </ul>	
<ul style="list-style-type: none"> <li>Establish specific areas to be investigated</li> </ul>	
<ul style="list-style-type: none"> <li>List all policies / procedures within which the Investigation is being carried out, with a summary of key points of policy relating to the Investigation.</li> </ul>	
<b>Logistics</b>	
<ul style="list-style-type: none"> <li>Determine timescale for the Investigation</li> </ul>	
<ul style="list-style-type: none"> <li>Obtain details of all parties</li> </ul>	
<ul style="list-style-type: none"> <li>Establish availability of all parties</li> </ul>	
<ul style="list-style-type: none"> <li>Find and confirm venue/s for Investigation meetings</li> </ul>	
<ul style="list-style-type: none"> <li>Make sure everyone who needs them has your contact details</li> </ul>	
<b>Supporting documentation</b>	
<ul style="list-style-type: none"> <li>Chronology of events and interventions</li> </ul>	
<ul style="list-style-type: none"> <li>Copies of relevant policies/procedures</li> </ul>	
<ul style="list-style-type: none"> <li>Copies of all relevant documentation (available at the time), original complaint letter, records, file notes, reports, documentary evidence and any other supporting information</li> </ul>	
<ul style="list-style-type: none"> <li>If currently unavailable, details of sources of documentary evidence and protocols for gathering documentary evidence</li> </ul>	