



# Investigator Procedures for Formal Investigations

## The Investigators role

The role of the investigator is to seek to impartially and to the best of their ability:

1. Understand what happened
2. Understand the effects of the incident/s on the individuals involved and the St Andrews' community
3. Complete the report in a timely manner
4. Seek support if feeling overwhelmed by the process or out of their depth
5. When appropriate, discuss the recommendations with the reporting party prior to council – seek advice on this process from the Vice Principal if unsure
6. Make recommendations to the Principal
7. Be present at closed session of Council to answer any questions council has regarding the investigation
8. Not disclose final outcomes of recommendations and Council decisions - this is the role of the Principal or their delegate

## How to do an investigation

1. Interview all involved parties and witnesses individually
2. Face to face interviews are preferred if possible
3. Set up a safe and private space (this may involve an interview off site if this is preferred by the person being interviewed)
4. Interview the reporting party first if possible
5. All interviewees may request a support person (see role of support person page 1)
6. During the interview make written notes to be incorporated into the final confidential report
7. Request copies, screen shots etc. of any messages, communications or recordings of the incident or related to the incident– these remain private and confidential and will be incorporated in to the final confidential report
8. If there are questions raised that need to be reviewed with individuals involved, the interviewer can request repeat interviews
9. The interviews are not to be voice recorded by either the investigator, interviewee or support person
10. The investigator will be aware of the emotional impact of the process for those involved, acknowledge this and at the same time seek to impartially gather an understanding of the incident/s
11. In each interview:
  - a. Discuss the process
  - b. State clearly that this is a formal investigation and the rights of those involved
  - c. Assure confidentiality within the bounds of safety
  - d. Explain that the reporting party can withdraw from the process at any stage, within the bounds of safety
  - e. Discuss options for external reports including police. These can occur at any time
  - f. All interviewees can gain access to notes made by the investigator of their interview
  - g. The investigator is encouraged to run through their notes with the interviewee to ensure that there is agreement that the investigator has a correct understanding of the interviewee's experience
  - h. The final report remains confidential and is only seen by the principal or acting principal and council

## The Report

### Body of the report

- Use the report template
- Do not use full names (i.e. John Citizen = JC)
- Transcribe the event/s as reported, do not reinterpret in your own words
- Use a timeline to make sense of the sequence of events

### Conclusion

The investigator needs to be aware of their own internal bias and understand that everyone will have a different recollection of events and their role is to piece together what most probably occurred, considering all the information available and what a reasonable person's response to this would be.

### Recommendations

Need to be specific and implementable.

**Any internal investigation will be put on hold if there is a current police investigation into an incident in College. College may choose to undertake an internal investigation after completion of police investigation.**