



**Safeguarding
is everybody's
business**

Appendix 5

Investigation Report Template

Cover Sheet

Title of review:	Give the report a title which describes what it is about for example <i>this is a report into a review undertaken at xxxxx location between (dates) related to Mr XX or incident XX</i>
Incident Date(s):	<i>Enter a date or series of dates as applicable. Include the date of death if the adult has died.</i>
Incident Type:	<i>If possible stated a type eg Neglect due to xxxxx, incorrect administration of medication to xxxxx residents at etc</i>
Service area/or location of incident	
Review report Author(s) and Job Titles	
Investigation Report Date:	

Main body of the investigation report

Executive Summary: set the scene and summarise what happened and the main findings.

Main report:

- Describe the incident along with what the consequences were
- Describe any risk assessments which had been undertaken prior to the incident citing evidence
- Describe the background and context
- Confirm the terms of reference for the investigation ie the timescales to be reviewed, what will be reviewed (if any have been set)
- Describe any previous investigation which has occurred related to the case and what the outcome of the investigation was.
- Describe how you have involved the adult, family, advocate etc in your review and what their contribution was (or explain the reasons for not involving adult, family etc and your rationale).
- Describe how you have involved the alleged perpetrator in your review and what their thoughts were (or explain the reasons for not involving the alleged perpetrator).
- Describe all the information and evidence you have sourced for your review.

Findings:

- Provide a chronology of events with the adult
- If possible, pinpoint the point at which the incident was detected/occurred
- Describe any areas of notable practice – both poor and good
- Describe and service delivery issues such as workforce issues, policies & procedures, pressure points etc
- Describe all the contributory factors which led to the incident
- Identify the main root cause (if possible)
- What are the lessons learnt from this review?

Conclusions:

- Recommendations
- Arrangements for shared learning
- Is there an action plan as a result of this review?
- Describe how this will be shared & implemented

Action Plan:

- If there are any actions identified within the report, prepare an action plan.
- Use the action plan template shown in **Appendix 6**.

