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| **HIGHLY CONFIDENTIAL** | | |
| **Summary of internal investigation into an allegation made against an employee** | | |
| **Explanatory statement** |  | |
| Following your recent LADO referral, it has been agreed that you will undertake an internal investigation. Once you have concluded your investigation please complete each section in detail and return this form. This will ensure that the LADO service has a full and accurate record of your findings, help determine the outcome of the managing allegation process and then allow the matter to be closed on the LADO recording system. If you have any questions during your investigation process, please do not hesitate to contact the LADO service. | | |
| **Employee of concern** | |  |
| **Employer/Organisation** | |  |
| **Date of allegation** | |  |
| **Name and role of the individual that completed the internal investigation** | |  |
| **Date that a conclusion was reached** | |  |
| **Outcome (see references below)** | |  |
| **Has the employee of concern been informed of LADO involvement and recording?** | |  |
| **Have all necessary parties involved in the managing allegation process been notified of the outcome of investigation?**  ***Employee of concern***  ***Child/young person***  ***Parent***  ***Other professionals involved*** | |  |
| **Details of the allegation being investigated:** | | |
| **Action taken to complete the internal investigation process:** | | |
| **Conclusion and analysis of the risk presented (is the allegation or concern substantiated, unsubstantiated, unfounded, false or malicious):**  **Recommendations to address the findings of the investigation process (What is your response to risks presented, how this and other areas of development are going to be addressed):** | | |
| **If the allegation is substantiated and as a consequence the staff member/volunteer has been dismissed has a referral to the DBS been made?** | | |
| **Have any regulatory and professional bodies been notified of this process?** | | |

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| **Name/role of person completing form** |  |
| **Date** |  |

**Outcomes explained:**

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| ***Substantiated*** | *A substantiated allegation is one which is supported or established by evidence or proof. The evidence required is ‘balance of probability’ rather than ‘beyond all reasonable doubt’* |
| ***Unsubstantiated*** | *An unsubstantiated allegation is not the same as a false allegation. It simply means that there is insufficient identifiable evidence to prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.* |
| ***Unfounded*** | *There is no evidence or proper basis which supports the allegation being made.**It might also indicate that the person making the allegation misinterpreted the incident or was mistaken about what they saw. Alternatively, they may not have been aware of all the circumstances. In the absence of a ‘Founded’ outcome this can also include those cases where there is evidence that the action took place, however the motivation or reason provides a different understanding.* |
| ***False*** | *There is sufficient evidence to disprove the allegation* |
| ***Malicious*** | *There is clear evidence to prove there has been a deliberate act to deceive and the allegation is entirely false* |

**Please return to**: [LADO@southampton.gov.uk](mailto:LADO@southampton.gov.uk)