

HINTS AND TIPS FOR INVESTIGATING OFFICERS

DURING THE INVESTIGATION

Follow your Investigation Plan or update it if necessary

Prepare for investigatory interviews using the proforma to provide structure

Draft questions for interviews that will assist you in gathering evidence in relation to the brief

Agree the approach and your expectations with the scribe before interviews

Ensure employees are given appropriate notice to attend an interview and that they can be accompanied

Ensure the interviewee answers the questions, as the right to be accompanied is not a right to representation

Be careful not to take statements or evidence at face value, you may need to probe

Be prepared to revisit any employee previously interviewed, where new facts have been presented

If new allegations come to light you should make the Nominated Officer aware as soon as possible

Ensure that all those interviewed are aware of the requirement for confidentiality

Take all reasonable steps to obtain signed statements

What questions should I ask?



What issues might arise?