**INVESTIGATION PLAN**

 **(It is anticipated that the Investigating Officer will issue this plan to the Complainant electronically)**

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| **Name of Complainant(s)** |  |
| **Date Complaint Received** |  |
| **Name of Respondent(s) / Parties(s) subject to the Investigation if relevant** |  |
| **Date Respondent(s) / Employee(s) Notified if relevant** |  |
| **Name of the Investigating Officer (IO)***(Must have undertaken relevant training)*  |  |
| **The IO is required to declare any conflicts of interest or existing relationship(s) with either the complainant(s), respondent(s) or any other relevant persons or matters.**  |
| **Policy or procedure the investigation is being conducted under.**  |  |
| **Working Protocol required (Yes/No). If Yes anticipated date of issue** |  |

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| **Scope of the Investigation (Based on the written complaint)** **Allegation(s)**  |  |

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| **Provisional time-frame**  | The following timeline is anticipated for completion of the Investigation, based on a range of factors including the working hours/availability of individuals and current information (this is not exhaustive and other factors may also apply). The investigation will be undertaken in good time and without any undue delay.* Investigative Interviews anticipated to be undertaken from week commencing XXXX
* Investigation meetings anticipated to be completed by XXXX
* Collection of evidence anticipated to have been completed by XXXX
* It is anticipated that the Investigation Report will be submitted to XXXX [Name and Title] week commencing XXXX

Any known periods of leave and/or unavailability:………………………………………………………………………… |
| **Frequency of IO updates to relevant parties**  | Bi-Weekly / Other  |

The Investigating Officer may modify their investigation plan as and when further evidence comes to light that may be relevant to the investigation. Any modification to the investigation plan will be communicated to the complainant.

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| **Issued to: (Name of the Complainant(s))** | **Date:** |
| **Issued by: (Name of Investigating Officer)** |