

“A”**PROCEDURES TO INVESTIGATE A COMPLAINT REGARDING A FORMER EMPLOYEE OF THE SCHOOL OR A DECEASED EMPLOYEE OF THE SCHOOL**

1. These procedures will apply to a complaint received by the School of sexual misconduct occurring whilst the Complainant was a student attending the School by a former employee of the School or a deceased employee of the School.
2. The Principal will on receipt of a written complaint alleging sexual misconduct appoint two investigators.
3.
 - 3.1 The Principal will offer to the Complainant professional counselling and a support person to assist the Complainant with the investigation process.
 - 3.2 There will be a transparent process in place to determine if and to what extent ongoing counselling will be provided involving consultation between the Principal and the provider of the counselling services and which may include the Principal obtaining occasional reports from the provider of the counselling service.
4. The Principal in appointing two investigators will ensure that one of the investigators has knowledge or experience in sexual abuse matters and that the second investigator has knowledge or experience in investigations. One of the investigators will be the same gender as the Complainant.
5.
 - 5.1 The investigators will investigate the complaint in such manner as they see fit. The investigators are not bound by the rules of evidence.
 - 5.2 Evidence need not be limited to matters raised in the original complaint.
 - 5.3 Investigators where possible will seek a response to the complaint and all other relevant matters from the Respondent to the complaint. Parties may be interviewed more than once.
 - 5.4 The investigators will be given access to all relevant documents and records held by the School and the School will facilitate access to information, including witnesses, as requested by the investigators.
 - 5.5 The School will provide administrative support to the investigators and such other support as required by the investigators to facilitate their investigation.

6. The investigators may rely on findings of a secular court or tribunal or professional body or a body set up in a secular organisation or another church organisation (whether Anglican or of another religion) to investigate complaints of sexual misconduct.
7. The investigators will at the conclusion of their investigation provide a written report to the Principal:
 - (a) outlining the results of their investigation including listing all the evidence;
 - (b) stating whether it was likely or not likely that, on the balance of probabilities, that the alleged events occurred; and
 - (c) if appropriate, providing any general recommendations arising from the results of their investigations
8. On receipt of the investigators' report the Principal will refer the report to the School's Board of Management who will determine whether the complaint of sexual misconduct is substantiated or not substantiated.
9. If the School's Board of Management determine that the complaint is substantiated then they will invite the Complainant to make an application to the Pastoral Support and Assistance Scheme. The Principal will refer the Complainant to the Director of Professional Standards of the Diocese who will provide assistance to the Complainant as required, to make the application.
10. If the School's Board of Management determine that the complaint is not substantiated then they will dismiss the complaint, unless they believe further enquiries are required, in which case they will direct such further enquiries to be made.
11. The Principal or his/her delegate will keep the Complainant informed as to the progress of the investigation and determination of the School's Board of Management.