

Reportable Conduct: Investigation Outcome Report

Section 1: Investigation details			
Date of investigation team meeting:			
Investigation team:	Name:	Role: <i>e.g. Lead investigator</i>	Position:
	Name:	Role: <i>e.g. Cultural support person</i>	Position:
	Name:	Role: <i>e.g. Scribe</i>	Position:
Section 2: Client details [victim]			
Name of client(s):	1.	DOB:	Order:
		KIDS No:	
	2.	DOB:	Order:
		KIDS No:	
	3.	DOB:	Order:
		KIDS no:	
Is the client Aboriginal or Torres Strait Islander:	Yes <input type="checkbox"/>		
	No <input type="checkbox"/>		
Placement type:	<input type="checkbox"/> Foster Care <input type="checkbox"/> Residential Care <input type="checkbox"/> Kinship Care		
Length of time client in current placement?			

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<p>Are there other children/ young people currently in the placement?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	1.	<p>DOB:</p> <p>Order:</p> <p>KIDS No:</p>
<p>Case management responsibility:</p>		
<p>MacKillop Family Services Key contact:</p>		
<p>Department of Family and Community Services Key contact:</p>		
<p>Temporary staffing agency Key contact: <i>(if applicable)</i></p>		
<p>Section 3: Reportable allegation details</p>		
<p>Date of alleged incident:</p>		
<p>Location of alleged incident:</p>		
<p>Name of employee subject of allegation: <i>(If an incident involves more than one employee, all employee's' details must be included)</i></p>		
<p>Years of caregiving experience:</p>		
<p>Employment status of employee subject of allegation at time of investigation outcome meeting:</p>	<p><input type="checkbox"/> Not providing care</p> <p><input type="checkbox"/> Continuing to provide care</p> <p><input type="checkbox"/> Temporarily placed on alternative duties pending investigation outcome</p> <p><input type="checkbox"/> Temporarily suspended or stood-down pending investigation outcome</p> <p><input type="checkbox"/> Terminated or de-authorised</p>	

Brief outline of reportable conduct allegation[s]:	
Helpline report completed:	
<input type="checkbox"/> Yes Date:	
<input type="checkbox"/> No	
Was the client [victim] moved to another placement?	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	
<input type="checkbox"/> N/A	
Were any other children moved to another placement?	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	
<input type="checkbox"/> N/A	
Rationale for placement change:	
If the client [victim] was not removed from placement was this decision endorsed by the Department of Family and Community Services:	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	
<input type="checkbox"/> N/A.	
Name:	Date:

Section 4: Investigation	
Chronology of events	
<p>Date</p> <ul style="list-style-type: none"> · Insert dot points · <p>Date</p> <ul style="list-style-type: none"> · Insert dot points <p>Date</p> <ul style="list-style-type: none"> · Insert dot points 	
Interview with the client [victim] [and any other relevant children or young people]	
When did the interview take place?	Date:
Who conducted the interview?	Name:
	Role:
<p>Interview summary: [insert name]</p> <p>Venue: Start time: Finish time:</p> <p>Introduction:</p> <p>Interview transcript:</p> <p>Interviewer: Interviewee:</p>	

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Interview with the employee[s] subject of the allegations:	
When did the interview take place?	Date:
Who conducted the interview?	Name:
	Role:
Interview summary: <i>Insert name</i> Venue: Start time: Finish time: Introduction: Interview transcript: Interviewer: Interviewee:	
Interview with other relevant people:	
Who was interviewed?	
Why were they interviewed?	
When did it take place?	Date:
Who conducted the interview?	Name: Role:
Interview summary: <i>Insert name</i> Venue: Start time: Finish time:	

Introduction:**Interview transcript:****Interviewer:****Interviewee:****Section 5: Outcome of investigation:****What is the outcome of the investigation?****Allegation 1:****Allegation 2:**

If allegation is not sustained, do on-going concerns exist?

 Yes No**What is the rationale for this finding?**

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Recommendations resulting from the investigation:

It is recommended that:

Does the investigation team recommend that the carer's authorisation be changed or withdrawn, that disciplinary proceedings be commenced or that the employee be dismissed? Yes No**Rationale for recommendation:****Does the investigation team recommend that the Office of the Children's Guardian be notified regarding relevant employment proceedings?***(if applicable)?* Yes No**Rationale for recommendation:****Should the matter be referred to a formal carer review process***(if applicable)?* Yes No**Rationale for recommendation:****Section 6: Signatories****Person[s] completing investigation report:**

Name:

Role:

Signature:

Date:

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Name: Role:	Signature: Date:
Name: Role:	Signature: Date:

Section 7: Investigation outcome endorsed by:	
Name: Date:	Signature: Position: General Manager NSW Services
Recommended finding: Endorsed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Comment:
Recommended actions: Endorsed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Comment:
Recommendation regarding employment status of employee subject of allegations: Endorsed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Comment:
Recommendation regarding relevant employment proceedings: Endorsed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Comment:
Has the CEO [Head of Agency] been advised of the outcome? <input type="checkbox"/> Yes <input type="checkbox"/> No Date: Advised by: General Manager, NSW Services	