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| **HIGHLY CONFIDENTIAL** |
| **Summary of internal investigation into an allegation.** |
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| **Explanatory statement** |  |
| Following your referral to the LADO, as referenced below, we would ask you to complete and return this form by secure email. This will ensure you have a full and accurate record should you at a future date be asked for a reference in respect of the subject of the referral and will allow us to complete and close our file on the matter. |
| **Name of the subject of the allegation:** |  |
| **Name of the employer or organisation:** |  |
| **Date of the allegation (or when it was reported if the allegation is historic):** |  |
| **Outcome of investigation: *see end of form for definitions*** | Click here for outcome drop down |
| **Rational for outcome:** |  |
|  |
| **Actions taken:** |  |
|  |
| **If the outcome was substantiated and as a consequence the staff member/volunteer has been dismissed has a referral to the DBS been made?** |
| **Yes / No** | If no, please give rational |
| **Please confirm below who your organisation’s regulatory and professional bodies are (if you have any)** |
|  |
| **Have they been informed of the allegation (if required or appropriate)?** |
| **Yes / No** | If no, please give rational |
| **Name of person completing form** |  |
| **Date** |  |
| please return the form to child.protection@hants.gov.uk |
| ***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* |