

## **Guidance Document 3**

### **Guidance for Members of Staff Under Investigation**

#### **Being Accompanied**

If you are interviewed as part of an investigation you may choose to be accompanied by a trade union representative or a colleague. In this case the role of the representative is to ensure that you are treated fairly, to clarify questions, to bear witness on your behalf to what is said but not to answer questions on your behalf.

#### **Questions**

You will be encouraged to describe events and be given full opportunity to relay all information you feel is relevant.

#### **Keep to the facts**

The Investigating Officer questioning you may be interested in asking only certain specific questions, perhaps because they do not understand your role or the way your School or Directorate/Section operates. It is appropriate for you to make comments to clarify a particular situation. Keep to the facts only as you know them to be; only include events/conversations you have actually witnessed or taken part in. Do not include things that someone else has told you about – this is known as hearsay evidence – unless to identify another party the Investigating Officer may wish to speak with.

#### **Interview Record**

Notes of the meeting will be taken and sent to you for confirmation of content. You will be asked to make 'track changes' to the document where you feel the minutes do not accurately reflect what you said. New evidence or further explanation not stated at the meeting cannot be added to the minute at this stage. Where the minute cannot be agreed, track changes of the minute will be included with the final version. Notes should be returned within seven calendar days. If they are not returned with changes in this timescale, they will be considered as a correct record.

#### **Making a Statement - points to remember (if you are asked to make a written statement).**

- State your full name and post.
- List facts in chronological order.
- Keep to the facts only as you know them to be; only include events/conversations you have actually witnessed or taken part in. Do not include things that someone else has told you about (hearsay evidence).
- Provide any written documentation to support your statement.
- Do not use abbreviations, jargon, sarcasm, colloquialisms or assumptions, unless these are contained when quoting someone in evidence.
- If you are sure of names, put them in; if you are not, leave them out. Refer to people by their full names and job title. Avoid giving opinions unless you can substantiate them.

Contact the Human Resource Representative if you require support with writing your statement.