

Chief Operating Office

19-21 Broad Street | St Helier
Jersey | JE2 3RR



Fact find recording form

A fact-finding exercise should be a quick, easy, and accurate way to establish the facts of the matter. This is not a formal investigation but can be used to help determine what next steps need to be taken (if any). The template below is to be completed by the Line Manager or their nominee. The fact-find should be completed promptly upon receipt of a complaint / allegation against a member of staff.

The allegation – confirm the allegation(s):

List specific allegations raised against the employee

Establish the facts of the incident, including:

What happened/ when and where did it happen/ what task was being done/ who was involved/ were there any witnesses

Potential sources of evidence to be used as part of the investigation:

Policies/standards of conduct/values/professional standards

List the standards, codes of practice or policies that may have been breached

Decision (please tick)

No action

If it is established there is not enough evidence to justify progressing to a full investigation, or there are no grounds for any discussion to be held.

Reason:

Informal action

The matter has been upheld but can be dealt with through informal action

Reason:

Recommendations (please tick):

Recommendation to review certain files and if access should be given to all who do not have a need for it in their role.

Policy or process change

Lessons learned process

Formal action:

Recommendation to proceed to formal investigation process

Reason:

Print name:

Job title:

Signature:

Date:

If an outcome of the fact find is no action, or informal action, a copy will be provided to the employee and also held on the personal file. This should not be referred to for any future issues unless there are safeguarding concerns raised.

If formal action is required on conclusion of the fact find process, the fact find documentation would not form part of any subsequent investigation process, as it is expected that the investigation would be conducted on an impartial basis. A copy of the fact find will be provided to the employee when notified that an investigation will be carried out. This will be saved on your personal file.

Further information about data held can be found on our privacy notice: [People and Corporate Services privacy policy \(gov.ie\)](#)