**Workforce Directorate**

**Human Resources**

**Guidance for staff in preparing statements**

You should read this guidance carefully before starting to prepare your statement.

You may have been asked for a statement because you either:

* Have allegations made against you directly
* Witnessed an incident
* Were directly involved in the incident
* Or you have relevant knowledge and/or experience to help determine how the incident occurred

As part of any investigation it is important to learn the facts and if an error occurred, to establish how it occurred so that lessons can be learned and improvements made. Please do not include opinions in your statement unless you have been explicitly asked for an opinion.

Your statement is intended to be an accurate and a factual account of your version of events. For the main part it should be confined to facts you recall about the alleged incident.

**Tips to support you when writing a statement**

1. Commence your statement by providing personal information such as: full name, job title, department and site base.
2. A written statement should be presented in typed form. If this is not possible, hand-written statements are acceptable provided they are legible. If you require a reasonable adjustment in order to support you with writing a statement, please let your line manager or the investigating team know.
3. Be descriptive and detailed when discussing the event and include:
   * + - details of the environment
       - approximate times
       - dates
       - locations
       - other specifics which relate to the event
4. Use relevant quotes from witnesses when or if possible
5. Consider dividing the statement into paragraphs, with headings if you feel it is appropriate
6. Refer to patients by description or "X" to ensure confidentiality, but include full names and job titles of members of staff that you refer to within the statement.
7. If you can’t remember something, then state this
8. Do not worry if you are unsure of what you are writing. You can seek further advice and guidance via the Human Resources Team.
9. If further information or clarification is required you may be requested to attend a meeting or provide an additional statement
10. Retain a copy for yourself
11. Remember to sign and date the statement

**Confidentiality**

To protect the integrity of the investigation, it is important that you maintain confidentiality at all times. You can of course speak to your union representative or your line manager to seek advice and moral support, as well as of course being able to speak confidentially with close family. Contact must not be made generally with Trust colleagues to discuss the case other than with a Trade Union Representative or to ask someone to accompany you at an investigation meeting or hearing. If you are unsure about whom you can speak to about this matter, please do not hesitate to contact the Human Resources team on 01213717612 for further advice and guidance. You may also speak in confidence with the Freedom to Speak up Guardian who can be approached via email at [FreedomToSpeakUpGuardian@uhb.nhs.uk](mailto:FreedomToSpeakUpGuardian@uhb.nhs.uk) or telephone on 0121 371 7221.

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| --- | --- | --- |
| **Full Name:** | |  |
| **Job Title:** | |  |
| **Department:** | |  |
| **Division/ Site Base:** | |  |
| **Date of alleged incident:** | | Date: Time: |
| **Time of alleged incident? If specific time not known, can you confirm when throughout the day, e.g. AM between 7.00am to 9.00am?** | |  |
| **Where did the alleged incident take place, include Ward, specific area, description** | |  |
| **Please name all employees, (including job titles)involved, or whom have witnessed the alleged incident:** | |  |
| **Are you a direct witness to the alleged incident?** | **YES/ NO** | |
| **Chronological narrative of your involvement in the incident:** | | |

Statement of Truth:

I believe that the facts stated in this statement are true

Signed …… ……………………………….

Name (Printed) … ………………………………….

Date …………………………………….

Contact Details …………………………………….

**What happens next?**

If you have been asked to provide a statement by your line manager, then it is likely that your line manager is conducting a preliminary fact finding exercise into the alleged incident. Your line manager will be required to seek HR advice in order to triage the matter and consider if a formal investigation is required.

Therefore, you should be aware that any information provided within this statement, may be used as evidence and shared with the individual the allegations have been raised against and the investigating team. If a formal investigation is required, you will be invited to meet with the Investigating Team to talk through your statement. If following an investigation, the matter proceeds to a formal disciplinary hearing, you may be required to attend as a witness. The investigating team will keep you updated and they will ensure that you receive the appropriate support during this process.