

## Investigations Procedure

**Purpose:** To provide a process for gathering further information about an Incident (ie any event where an undesirable outcome occurs or is narrowly avoided) after an incident report has been submitted. This information is gathered with the intent of promoting improved safety and improved risk management.

1. If an incident is reported or there is an allegation of breach of conduct, an investigation should be conducted if;
  - a. the incident or allegation pertains to significant potential or actual consequences or harm;
  - and either**
  - b. More information is required to prevent a future incident; **or**
  - c. Significant facts about the incident/allegation are unknown or disputed
2. An investigation may also be carried out if the Incumbent, a Warden or the RMO decides it is necessary.
3. If the allegation or incident may pertain to breaking the law, including an allegation of abuse or sexual abuse it should NOT BE investigated by the Ministry Unit. Instead REPORT THE INCIDENT OR ALLEGATION to the appropriate authorities including the Police (Policelink131 444) and Anglican Diocese of North Queensland Director of Public Standards (1800 242 544).

While a parallel internal investigation may be conducted (at some stage) it should never delay or interfere with an external investigation by the appropriate authorities.

4. The Incident or allegation may trigger a response by the Anglican Diocese of North Queensland. In this case the Canons, policies and procedures of the Diocese of N.Q. should be followed and supersede all Ross River Anglican Church (RRAC) policies.
5. The purpose of an Incident investigation is to identify ways to improve safety.
6. An investigation will be conducted by the RMO or a Warden (or their appointed delegate)
7. An investigation may include interviews with relevant parties who should be treated fairly and with respect.
8. If breaches of the **Code of Practice** are identified these should be managed according to the **Discipline Procedure**
9. If an investigation is deemed too complex by the investigator, it should be referred to the Bishop of the Anglican Diocese of North Queensland.
10. Any dispute about the result of an investigation will be referred to Bishop of the Anglican Diocese of North Queensland.
11. The findings of all investigations should be recorded on Safety Management Online using the Incident Report function.