

What to expect

Person Subject of Allegation (PSOA) – NSW Schools

The PSOA will receive advice, from the relevant NSW Adventist School CEO/ Director that an investigation is to be conducted regarding information they have received concerning their conduct. They will also be provided with the details of the Investigator and/or a contact at Adsafe. The PSOA can make contact with them at any time during the investigation.

The investigation process involves gathering and analysing evidence, making findings based on that evidence and formulating appropriate and meaningful recommendation and outcomes.

The gathering of evidence includes the investigator conducting (sound recorded) interviews with relevant people which may include: complainants, witnesses, specialists/ experts, victims and PSOA's. The PSOA is generally the last person to be interviewed.

After the Investigator has analysed the evidence gathered, they will write to the PSOA advising them: the particulars of the allegations raised against them; they have the opportunity to respond to the allegations initially by way of writing and/ or interview; a proposed date, time and location of said interview and that they can have a support person present during the interview.

The investigator will then make preliminary findings, based on all of the evidence gathered (e.g. including all interviews, any relevant documents, photographs, inspection records) and then produce an investigation report outlining the above. The report is to assist the decision maker in determining next steps.

The PSOA is given the opportunity to respond to the preliminary findings and provide any new information. Once consideration is given to the PSOA's response the decision maker will make the final findings and advise the PSOA accordingly. The outcomes of an investigation can range from a formal warning to termination of employment.

The matters we investigate are personally sensitive and often involve intimate details of peoples' lives. Adsafe will treat the PSOA, and everyone involved in an investigation fairly, and respectfully. Anyone involved in an investigation needs to be mindful of confidentiality, for the sake of all parties and in the interests of natural justice and due process.

We recognise that participating in investigations of this nature can place stress on everyone involved. We are mindful of the PSOA's personal welfare and that of others. If there are particular stresses or personal welfare issues that we are not aware of, we invite disclosure and discussion, in confidence. Adsafe can facilitate up to seven (7) paid counselling sessions to assist and support the PSOA during the investigation process.

We work hard to progress matters quickly, but it isn't always possible to finalise investigations as quickly as might be hoped. This could be due to - availability of evidence and witnesses; the need to give people sufficient time to prepare for interviews; the time it takes to consider and analyse evidence; make sound determinations, and prepare reports.