 SEA investigations training**Fooked, please contact info@chsalliance.org if you would like to be put on the waiting list.
Duration: 4 days**

 This four-day workshop demonstrates how to conduct fair, thorough and confidential investigations into complaints of staff misconduct, with a particular focus on allegations of sexual exploitation and abuse of affected populations.
**Who should attend?**

Mid- to senior-level staff who are, or may be, designated to investigate allegations of staff misconduct within their organisation.

**Course content**

The course covers the following topics:
What is abuse?

The principles underpinning investigations

Investigation planning

Conducting investigations, including interviewing

Documentary and other evidence, and site visits

Investigation report and management implication report writing

The standard and burden of proof

Investigation closure

Management of investigations

The third day of the course is a full-day simulation exercise of the interviewing stage of an investigation, using a detailed case study. Actors represent the complainant, subject of complaint and witnesses.

**Pre-workshop assignments and background reading**

The investigations workshop has three mandatory pre-workshop assignments, introducing the legal framework, definitions of exploitation and abuse, complaints handling and the Guidelines for Investigations. The second pre-workshop assignment requires the participants to research and reflect on exploitation and abuse in the context of the country in which they work. A significant amount of background reading is required in order to prepare for the course and complete the pre-workshop assignments.

**Learning outcomes**

By the end of the course, participants will have an increased understanding of the following:
The principles underpinning investigations.
The guidelines for investigations.

Furthermore, participants will have developed basic skills in:
Planning and conducting investigations.
Reviewing documentary and other evidence, and conducting site visits.
Interviewing complainants, subjects of complaint and witnesses.
Reporting findings and making recommendations
The standard and burden of proof
Closing an investigation
Managing an investigation

**Course fees**

The course fee includes facilitation, course materials, lunch and refreshments during the days of the course, and a course completion certificate. The course fee does NOT include the cost of overnight accommodation or travel to and from the training venue.

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| **Swiss francs (CHF)** | **Full members** | **Associate & non-members** |
| Standard rate | 1200 | 1600 |
| Small agency rate\* | 600 | 800 |

\*A small agency is one with a global annual expenditure of less than 5 million Swiss francs

 **Programme**

**Day 1:**What is abuse?
Principles of investigations
Investigation skills
Stages of an investigation
Gathering and analysing information
The standard and burden of proof
Using specific language

**Day 2:**Models of interviewing
Interviewing witnesses
Interviewing subjects of complaint
Investigation planning and preparation
Planning and preparation for interview simulation exercise

**Day 3:**Full day’s simulation exercise of the interview stage of an investigation (actors represent the complainant, subject of complaint and witnesses).

**Day 4:**Review of investigation and interview plans
Writing investigation reports and management implication reports
Closure of the investigation
Management of investigations
Reflection