

# CHECKLIST: TAKING THE WITNESS STATEMENT

<input type="checkbox"/>	Have you explained your role as the investigator?
<input type="checkbox"/>	Have you clarified the role of the support person?
<input type="checkbox"/>	Have you informed the witness that you will be taking notes?
<input type="checkbox"/>	Have you explained how the information obtained in the interview will be used?
<input type="checkbox"/>	If the interview is to be recorded, have you obtained the interviewee's consent?
<input type="checkbox"/>	Have you collected the interviewee's background details, such as name, address, qualifications, and role in the company?
<input type="checkbox"/>	Have you addressed all necessary issues to meet the terms of reference?
<input type="checkbox"/>	Where applicable, have you presented all allegations to the interviewee and obtained their responses?

Have you recorded the following details in your notes:

- ❖ Date and time of the interview, and where it took place.
- ❖ Who attended the interview from the company.
- ❖ Whether the employee had a support person, and if so, who it was.
- ❖ Allegations put to the respondent and their responses.

Do your notes accurately reflect the words of the person you are interviewing?

Has the interviewee signed the statement?