

Questions to help you structure your statement

You do not have to use all questions for each category. These questions are intended to help organise your thoughts and reduce the pressure of trying to remember everything.

For each incident, please think about the following questions.

When and where did it happen?

- Approximately what date did it happen?
- What shift or part of the day was it?
- Where were you when it happened?
- What were you doing at the time?
- What had happened immediately before it?

Who was involved?

- Who was present?
- What were their roles, if you know them?
- Where were the people positioned?
- Was anyone else close enough to see or hear what happened?

What happened?

- What did you directly see?
- What did you directly hear?
- What words do you remember being used?
- Are these the exact words or the general meaning of what was said?
- How were the words spoken, for example the volume, tone or manner?
- What actions or behaviours did you observe?
- What happened next?
- How did the incident end?

What did you do?

- Was anything said directly to you?

- What did you say or do?
- Did you feel able to respond at the time?
- Was there anything that made it difficult for you to respond?
- Did you leave the area or continue with your placement activity?

What did other people do?

- What did the other people present say or do?
- Did anyone intervene?
- Did anyone check that you were okay?
- Did anyone speak to you about the incident afterwards?

How did it affect you?

- How did you feel at the time?
- Did you notice any physical reactions, such as shaking, crying, feeling sick or being unable to speak?
- Did it affect your concentration or ability to continue working?
- Did it affect how safe or comfortable you felt?
- Did it affect your confidence, learning or relationships with staff?
- Did the effects continue after the shift?
- Is the incident still affecting you now?

Who did you tell?

- Who was the first person you told?
- Approximately when did you tell them?
- What did you tell them?
- What response did you receive?
- Were you told that any action would be taken?
- Did anyone follow this up with you?
- Did anything change after you raised the concern?

Was this part of a pattern?

- Had anything similar happened before?
- Did anything similar happen afterwards?
- Were the same people involved?
- What was similar or different about the incidents?
- Did you change your behaviour because you were concerned that it might happen again?

Is there anything that supports your account?

- Did you make any notes at the time?
- Are there any relevant emails, messages, rotas, timesheets or placement records?
- Did you speak to anyone about the incident at the time?
- Is there anyone who may have witnessed what happened or how you were affected afterwards?

Finally

- Which parts of the incident are you certain about?
- Which details are approximate or unclear?
- Is there anything important that you think I should understand?
- Is there anything you are worried about discussing?
- What support do you need during or after our meeting?