

## Terms of Reference for a Large Scale Investigation Guidance note SA19

Well formulated terms of reference are essential to ensure that the investigation is:

- properly scoped
- manageable
- conducted by the appropriate people
- within agreed timeframes.
  - To establish facts of the case
  - To analyse and evaluate the evidence
  - To risk assess and recommend a final protection plan

### The Terms of Reference should specify:

- Who needs to be involved in the LSI
- What specifically needs to be investigated (including records, visits and interviews)
- What time period the investigation will cover
- Who is investigating which aspects how and why
- How individual safeguarding cases will feed into the LSI
- What is the timescale for LSI completion
- How different investigations e.g. Police, disciplinary, CQC, Contract and commissioning will be coordinated and feed into the LSI
- The relationship with the Coroner process, if applicable
- How and when service users reviews/reassessments/ welfare visits will be undertaken and fed back
- If legal advice is required
- If Information Governance assistance is required
- Are any specialist assessments required, pharmacy, tissue viability etc
- What will not be investigated

