

Taking Voluntary Statement Aide Memoir

ACTION	YES	NO
Do you have access to a quiet room?		
Is anyone inappropriate present? Managers etc?		
Explain what a voluntary statement is and when it may become a public document.		
Is the witness willing to give a voluntary statement?		
Is the witness able to give a voluntary statement (vulnerable)?		
Should they be accompanied?		
Use correct S9 form		
Include the following on the reverse: <ul style="list-style-type: none"> • Home contact information • Availability in the forthcoming months • Willingness or otherwise for a copy of the statement to be released to a third party in the case of civil, action (recommended) • <18 record age 		
If applicable, commence with 'This statement is being dictated to of.....who is writing it on my behalf.'		
Begin with the <u>witnesses</u> name		
Next, their job title, role and time working at the company/ premises		
Include any other relevant background information		
Next, a description of what they saw/ didn't see happen, to whom?		
Corroborate other S9s to help build picture		
Next, any relevant training/ procedures/ policies they have seen/ received		
Reference/describe adequately any exhibits in the statement		
Ensure witness signs any exhibit labels and that these are securely attached		
Ensure witness understands statement and is happy with the content – IN THEIR WORDS		
Witness must initial any errors and at the end of the narrative		
Witness should sign and date the statement		
Advise witness that they are not obliged to provide a copy of the statement to their employer/ colleagues		
Send a copy of the statement and exhibits to the witness at their home address		
Include a request that they advise you if they move		
Ensure the witness has your contact details		

