**Investigation Report**

**[Reference number/Name of Sport]**

**Restricted (when complete)**

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10. **Introduction and context**

Provide an outline of the events leading up to the commissioning of the investigation

1. **Terms of Reference/Purpose**

Detail the agreed terms of reference as per the letter of appointment

1. **Documents Received/Considered**

List the relevant document received from the Commissioning Body i.e. Policies, initial witness accounts/complaints, email/text messages

1. **Presenting Circumstances**

Provide a summary of the background information known including time/dates, persons involved which have led to the investigation

1. **Complainant and Witness Strategy (Use Form 3)**

Use a witness list template to:

* outline methodology for contacting witnesses
* identify each witness
* track progress in regard to correspondence with each person
* record reasons for not interviewing (i.e. not proportionate or declines to contribute)
* identify any additional needs/vulnerabilities which the NGB/any future Panel need to be made aware of

1. **Witness Statements (Use Form 4)**
2. **Subject of Concern**

Provide a summary of;

* the methodology for dealing with the person(s) subject to the complaint e.g. time/dates of contact made/invited for interview/advanced disclosure sent/date of interview
* any other relevant information e.g willingness or otherwise to engage in the process

1. **Exhibit List/Unused Material (Use Form 8)**

Include a table listing any items i.e. documents, photographs, text messages etc that have been gathered during the course of the investigation and will either be used as evidence or not

1. **Findings**

Explain the findings of the investigation e.g. whether there is information to support that the complaint or individual complaints are founded or otherwise on the balance of probabilities

1. **Recommendations**

If required to do so within the terms of reference make recommendations for any action that is required. This could relate to individuals i.e.

* NGB to consider following disciplinary processes for a breach of the Codes of Conduct or
* organisational needs e.g., a broader safeguarding review is required or and amendment to policy, procedures, organisational structure, training or education etc.