Interview Plan-Name of person to be interviewed

Time/Date

**Introduction**

Welcome Name-thank you for your time today.

I am (Lead interviewer)Name

(Co-interviewer) Name introduces self

**Lead interviewer**

I/We have both been appointed by Sport Resolutions as members of the National Safeguarding Panel to undertake an independent investigation on behalf of Name sport/Commissioners.

OR

I/we have both been appointed by Name sport/Commissioners to undertake an independent investigation on their behalf.

I thought it might be helpful to just explain a couple of matters before we start.

I will be asking the questions and (Co-interviewer) Name will be taking written notes. He may also ask questions if needed.

I wish to inform you that our conversation today will be recorded. This is so we can make sure that we accurately capture all the information.

(if asks for copy-inform of the need to ensure a Non-Disclosure Agreement is signed)

We have several questions to ask you about the matters outlined to you in advance. Whilst this interview is entirely voluntary it is important for you to understand that this is your opportunity to respond to the complaint(s)/concerns that have been made.

We can take a break at anytime should anyone feel that they need to.

**Have you any questions before we start?**

**Lead Interviewer**

You have already been provided with an advanced disclosure document which outlined the context to the investigation.

It may be helpful to recap;

Outline broad nature of matters within the disclosure document

I am now going to provide you with more specific detail and ask you questions in relation to each of those matters…

**Go to Interview schedule (Form 7)**

**End of interview**

Note the time

Thank you for your time-outline next steps