**Investigation Plan**

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| **Action Required** | **Purpose/Rationale** |
| Interview the complainant | To establish:   * nature and exact details of the complaint * wishes/desired outcome * identify any additional needs |
| Interview witnesses in the following order:   * A * B * C | To establish:   * if willing to contribute to the enquiry * able to provide evidence which supports/negates the complaint * identify any additional needs |
| Interview the Subject of Concern | To:   * disclose nature of complaint made against them * provide an opportunity to respond to the complaint |