

## **Structure for investigation report**

### **1. EXECUTIVE SUMMARY**

1.1 [BRIEF DETAILS OF CONCLUSION AND ANY RECOMMENDATIONS]

### **2. INTRODUCTION**

2.1 [SUMMARY OF ALLEGATIONS AND INSTRUCTIONS TO INVESTIGATING OFFICER]

2.2 [DISTRIBUTION OF REPORT SHOULD BE COVERED HERE]

### **3. METHODOLOGY**

3.1 [MEETING WITH COMPLAINANT?]

3.2 [NO. OF WITNESSES IDENTIFIED – MEETINGS WITH EACH?]

3.3 [DOCUMENTATION RECEIVED AND/OR REQUESTED]

3.4 [ORDER OF INTERVIEWS]

3.5 [CONFIDENTIALITY]

3.6 [MINUTE TAKING AND RIGHT TO BE ACCOMPANIED]

### **4. CHRONOLOGY OF EVENTS**

4.1 [BRIEF CHRONOLOGY OF KEY EVENTS]

### **5. DESCRIPTION OF ALLEGATIONS**

5.1 [DETAILED AND ITEMISED LIST OF ALL ALLEGATIONS]

### **6. FINDINGS**

6.1 [DETAILED FINDING FOR EACH ALLEGATION TOGETHER WITH REFERENCE TO EVIDENCE USED TO BACK-UP OR CONTRADICT ALLEGATION]

### **7. CONCLUSIONS [AND RECOMMENDATIONS]**

7.1 [DETAILED CONCLUSIONS OF INVESTIGATING OFFICER TOGETHER WITH RECOMMENDATIONS (IF ANY)]

### **APPENDICES**

[WITNESS STATEMENTS, DOCUMENTS, CCTV FOOTAGE, CORRESPONDENCE AND ANY OTHER EVIDENCE USED IN THE INVESTIGATION]