**Ebor Investigation Template**

|  |  |
| --- | --- |
| **Introduction** | **Investigation authorised by:**  |
| **Investigator:**  |
| **Date investigation began:** |
| **Terms of reference:**  |
| **Background to the investigation** (please note key points):  |

|  |  |
| --- | --- |
| **Process of investigation** | **Investigation Process** (how will the investigation be carried out)**:** |
| **Summary of evidence collected:**   |
| **Summary of evidence not collected** (please note reasons):  |
| **People interviewed:**  |
| **People not interviewed** (please note reasons):  |
| **Anonymised statements** (with reason for anonymity) **/ evidence:**  |

|  |  |
| --- | --- |
| **The investigation findings** | **Summary of written and physical evidence:**  |
| **Summary of witness /verbal evidence:**  |
| **Facts established:**  |
| **Facts that could not be established**:  |
| **Mitigating factors:**  |
| **Other relevant information:**  |

|  |  |
| --- | --- |
|  | **Recommendation:**  |
| **Further details on recommendation** (include relevant details):  |
| **Investigator’s signature:****Date:** |

Evidence:

The following section should be used to document specific evidence i.e. copies of relevant sections of documents, photographs, screenshots or links to other documents.

This section must not be shared and is for reference only if the summary of evidence in the main document is challenged. Hearing Panel Chairs may request access to the document but must not share the document in full.

|  |  |
| --- | --- |
| **Supporting documents & evidence:** |   |