

Investigation into an allegation about Jimmy Savile at XX

A report for
XX

(Insert month and year)

Authors:

(Insert names)

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1. Introduction

To contain:

Why the investigation was set up

National setting – dates, television programme etc

Links to other investigations

A brief description of the allegation/incident

Local set up

- Commissioner
- Team – members and roles
- Timescale
- Oversight both local & national

2. Terms of reference

See appendix B of the guidance pack for sample terms of reference

3. Executive summary and recommendations

4. Approach to the investigation

How documents were located

What documents were reviewed (link to appendix)

Methodology for reviewing documents

Documents that could not be found but you would expect to have found

Description of destruction or retention policy

How interviewees were chosen

Who was interviewed? (link to appendix)

Guidance and information provided to interviewees

Interviewees given the opportunity to comment on transcripts/statements

Factual accuracy checks

Scott letter process

Any relevant national or local guidance/protocols

5. XX background information

Explain the history and management of XX and other institutions now managed by XX and predecessor organisations

6. Investigation of current allegation(s)/information

Describe how allegations/information have been investigated

Describe the incident(s)

Describe interview with the victim

Was the incident reported at the time? If so, how was it dealt with?

Outline any corroborating evidence (e.g. children's records, HR records, witness interviews)

7.

7. Chronology of Jimmy Savile's association with XX

NB: This section will only be required if there is enough evidence

8. The cultural context at the time

National context and local context within which the children's organisation was operating

Link the incident to the context at the time (for example, were staff and children's less likely to report abuse at the time?)

NB: Include enough evidence to support your statements

9. Jimmy Savile's association with XX

Review the position/roles that Jimmy Savile held at XX and the related decision making processes

Review any fundraising or charity association

NB: This section will only be required if there is evidence that JS has an ongoing association with the organisation.

10. Access arrangements and privileges accorded to Jimmy Savile at XX

Review whether JS was accorded any special access and privileges at the organisation as a result of his celebrity status

NB: This section will only be required if there is evidence that JS was accorded any special access and privileges at the organisation.

11. Policy, practice and procedures at the time of allegation (or at the time of Jimmy Savile's association with XX)

Locating policy and procedural documents from the time of the allegation/incident may not be possible (for example if all documents are destroyed) but include what you have found,

Outline any information about practice at the time you have gleaned from interviews with ex-staff

12. Jimmy Savile's fundraising activities

NB: This section will only be required if there is evidence that JS fundraised for the organisation.

13. How complaints were dealt with at the time of the incidents

Examine specific complaints about Jimmy Savile raised at the time of the incidents and whether they were treated any differently to other complaints as a result of Jimmy Savile's celebrity status and fundraising role.

NB: This section will only be required if you have evidence about how complaints were dealt with at the time

14. Current policies, practice and procedures

Review current policies, practice and procedures and assess whether they are robust, in line with best practice and fit for purpose to safeguard children.

Examples of current policies that you might review:

- Recruitment and selection
- Safeguarding children
- Volunteering
- Conduct and discipline
- Whistleblowing
- Violence and aggression
- Sanctioned visitor
- Safeguarding adults
- Complaints
- Dignity at work
- Information governance
- Security
- Standards of business conduct
- Retention of documents
- Visitors and VIPs
- Any other relevant policies your investigation team identify

15. Overall analysis and conclusions

Include an assessment of whether you think the alleged incident took place (Establish as far as you are able what happened and if possible why)

16. Recommendations

Investigation team biographies

List of documents reviewed

List of those interviewed