SCOTTISH YOUTH FOOTBALL ASSOCIATION
HAMPDEN PARK GLASGOW G42 9BF
TEL: 0141 620 4590 FAX: 0141 620 4591
SUPPORTED BY DUNFERMLINE BUILDING SOCIETY

ESTABLISHING THE BASIC FACTS ON ANY INFORMATION RECEIVED THAT CAUSES CONCERN

1. Only ask enough questions to gain basic information

2. Take the allegation seriously

3. Use open-ended questions: √ Avoid leading questions: X

When	**When did it happen?**	√
	Did it happen last night?	X
Where	**Where did it happen?**	√
	Did you do it in your changing room?	X
Who	**Who did it?**	√
	Was it Mr Smith?	X
What	**What happened?**	√
	Did you place your hand on his leg?	X
How/Why	**Avoid if possible**	
Additional Questions	**Was anyone else present?**	√
	Were you there on your own?	X

Remember

Keep the questions open-ended.

Do not prompt or suggest to obtain the answer you think you want to hear.

Keep notes of initial establishment of facts, sign and date on the same working day.

If making an electronic copy do not save to the hard drive, sign and date on the day.