

Sports Safeguarding Children: Investigator job description

Job Purpose

To conduct an investigation gathering and assessing available evidence and information following a decision made by a sport's organisation that an investigation is required as part of its safeguarding and child protection case management process

Knowledge

- How to gather evidence and information to assist in establishing the facts alleged
- How to identify witnesses and interview them in order to obtain facts, information and professional opinion pertaining to the case
- Best practice in interviewing witnesses (particularly children) and taking and recording statements
- A clear understanding of the need to ensure that all material (e.g. information, records, identity of potential witnesses) is collected and retained
- An understanding of what information/evidence an investigator can obtain
- Factors that might impact upon the investigation and the impact these might have (e.g. vulnerability of witnesses, language, culture etc.)
- The support available for witnesses and for the person/s accused
- Familiarity with the preparation of an investigation report following the conclusion of the investigation
- Knowledge of how statutory investigations are conducted and how sports investigations may link in with these
- Familiarity with sports organisations disciplinary processes and the purpose of written standards of expected performance and conduct
- Clarity about the parameters/limits of investigation

Skills

- Ability to plan an investigation within appropriate timescales
- Ability to assess and analyse a variety of evidence both written and in other forms
- Ability to work independently but within the context of organisational expectation
- Ability to record decisions and the reasons behind them
- Ability to work alongside other professionals including the police and social workers
- Ability to give evidence to disciplinary proceedings and appeals
- Ability to signpost support for victims/witnesses if a need is identified in conjunction with the sports organisation
- Ability to recognise that an investigation may need to be referred on to the police

(CPSU 2014)

