



## Heart of Midlothian Football Club – CASE REVIEW PLANNING TEMPLATE

<b>Name of case reviewer:</b>	
<b>Reporting to:</b>	<b>e.g. Chief Executive, Chairperson etc.</b>
<b>Case reference:</b>	<i>If this record is going to be shared with others, the details of the case should be anonymised using a unique reference number or identifier.</i>
<b>Outstanding investigations and proceedings:</b>	<p><b><i>If relevant to this case, have the following been concluded:</i></b></p> <ol style="list-style-type: none"> <li>1. <i>Police and social work child protection investigation? Y/N</i></li> <li>2. <i>A criminal investigation by the police? Y/N</i></li> <li>3. <i>Any related legal proceedings? Y/N</i></li> </ol> <p><b><i>If the answer to any of these questions is no, the review cannot proceed.</i></b></p>
<b>Remit of review:</b>	<p><i>List here in bullet point form the reasons for the review</i></p> <ul style="list-style-type: none"> <li>◆</li> <li>◆</li> <li>◆</li> </ul>
<b>Timescales for completion:</b>	<i>This should be the dates when the review will begin and end with the reported findings.</i>
<b>How will the review be conducted?</b>	<p><i>List here the methods to be used to conduct the review; for example:</i></p> <ul style="list-style-type: none"> <li>◆ <i>a review of all paper records</i></li> <li>◆ <i>telephone/face to face interviews with relevant individuals</i></li> <li>◆ <i>contact with other organisations involved as necessary.</i></li> </ul>
<b>Are there any special considerations or features in this case?</b>	<i>For example, this case was reported in the press, the child involved has a learning disability.</i>



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<b>How will the findings and recommendations be reported?</b>	
<b>Who will the outcomes of the review be shared with?</b>	<i>List here all internal and external parties with whom information will be shared.</i>