

WHISTLEBLOWING | POLICY

AIMS:

- TO ENCOURAGE STAFF AND VOLUNTEERS TO FEEL CONFIDENT IN REPORTING SERIOUS CONCERNS ABOUT ANY ASPECTS OF THE SETTING'S WORK
- TO PROVIDE WAYS FOR STAFF AND VOLUNTEERS TO REPORT CONCERNS
- TO ENSURE THAT STAFF AND VOLUNTEERS GET A RESPONSE TO THEIR CONCERNS AND THAT THEY KNOW WHAT TO DO IF THEY ARE NOT SATISFIED WITH THIS
- TO REASSURE STAFF AND VOLUNTEERS THAT THEY WILL NOT BE PENALISED FOR COMING FORWARD WITH THEIR CONCERNS

DEFINITIONS:

WHAT IS WHISTLE BLOWING?

WHISTLE BLOWING IS REPORTING A SERIOUS CONCERN ABOUT ANOTHER MEMBER OF STAFF OR VOLUNTEER TO A MORE SENIOR MEMBER OF STAFF OR TO AN APPROPRIATE EXTERNAL ORGANISATION IF NECESSARY.

WHAT IS A SERIOUS CONCERN?

A SERIOUS CONCERN MIGHT BE:

- A CRIMINAL OFFENCE
- ABUSE OR NEGLECT OF CHILDREN
- BULLYING OR VICTIMISATION OF STAFF, VOLUNTEERS OR CHILDREN
- FINANCIAL MALPRACTICE
- A HEALTH AND SAFETY RISK
- A FAILURE TO DELIVER APPROPRIATE STANDARDS OF CARE

THERE MAY BE OTHER SERIOUS CONCERNS, WHICH DO NOT FIT INTO THESE CATEGORIES.

PROCEDURE:

HOW TO REPORT A CONCERN:

- ANY STAFF MEMBER OR VOLUNTEER CAN REPORT A CONCERN
- CONCERNS CAN BE REPORTED VERBALLY OR IN WRITING
- THE PERSON RAISING THE CONCERN SHOULD FIRSTLY CONSIDER IF THE CONCERN IS A WHISTLEBLOWING DISCLOSURE, A COMPLAINT OR A SAFEGUARDING ISSUE.
- IF THE CONCERN IS DEEMED A COMPLAINT, THE INDIVIDUAL SHOULD REFER TO OUR COMPANY COMPLAINT POLICY.
- IF THE CONCERN IS DEEMED A SAFEGUARDING ISSUE, THE INDIVIDUAL SHOULD REFER TO OUR COMPANY SAFEGUARDING POLICY.
- IF THERE IS A WHISTLEBLOWING CONCERN, THE INDIVIDUAL SHOULD FIRST RAISE THIS CONCERN IN HOUSE WITH THE CLUB MANAGER - JOSH POLLARD.
- IF THE INDIVIDUAL IS UNABLE TO CONTACT THE CLUB MANAGER OR IF THEY FEEL LIKE THE ISSUE HAS NOT BEEN DEALT WITH EFFECTIVELY,

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THEY SHOULD CONTACT ADVISORY, CONCILIATION AND ARBITRATION SERVICE (ACAS), OR THE WHISTLEBLOWING CHARITY 'PROTECT'.

CONTACT DETAILS:

ACAS - 0300 123 1100

PROTECT - WWW.PROTECT-ADVICE.ORG.UK