# Ultimate Primary Sports

**Whistleblowing policy**

**Ultimate Primary Sports** is committed to the highest standards of openness, probity and

accountability. If a member of staff discovers evidence of malpractice or wrongdoing within the Club

they can disclose this information internally without fear of reprisal. Our **Whistleblowing** policy is

intended to cover concerns such as:

**• Financial malpractice or fraud**

**• Failure to comply with a legal obligation**

**• Dangers to health and safety or the environment**

**• Criminal activity**

**• Improper conduct or unethical behaviour**

This policy should not be used to question business decisions made by the Club, or to raise any

matters that are covered under other policies (eg discrimination or racial harassment). Any allegations

relating to child protection will follow the procedures set out in the Safeguarding Children policy. Any

concerns relating to the employment conditions of an individual member of staff should be raised

according to the procedures set out in the Staff Grievance policy.

**Raising a concern**

Ideally the staff member should put his or her allegations in writing, setting out the background to the

situation, giving names, dates and places where possible, and the reason why they are concerned

about the situation.

In the first instance concerns should be taken to the Club’s manager. If, due to the nature of the

problem, this is not possible,

consult your local authority Playwork advisor Protect on 020 3117 2520 for advice.

If this person or body is unwilling or unable to act on the concern, the staff member should then raise

it with:

**• Ofsted (if it concerns the safe and effective running of the club)**

**• The Local Authority Designated Officer or the Local Safeguarding Partnership (if it concerns a child**

**protection issue and is not already covered by the procedure set out in the Club’s Safeguarding**

**Children policy)**

**• Ultimately, with the police (if a crime is thought to have been committed).**

If the member of staff is still uncertain about how to proceed with the concern, he or she can contact

the whistle-blowing charity Protect for advice.

**Responding to a concern**

Initial enquiries will usually involve a meeting with the individual raising the concern, and will decide

whether an investigation is appropriate and, if so, what form it should take. If a concern relates to

issues which fall within the scope of other policies, it will be addressed under those policies.

If the initial meeting does not resolve the concern, further investigation is required. The appropriate

person will investigate the concerns thoroughly, ensuring that a written response can be provided

within ten working days where feasible, or if this is not possible, giving a date by which the final response can be expected. The response should include details of how the matter was investigated, conclusions drawn from the investigation, and who to contact if the member of staff is unhappy with

the response and wishes to take the matter further.

**Rights and responsibilities of the whistle-blower**

All concerns will be treated in confidence and the Club will make every effort not to reveal the

identity of anyone raising a concern in good faith. At the appropriate time, however, the member of

staff may need to come forward as a witness.

If a member of staff raises a concern in good faith which is then not confirmed by the investigation,

no action will be taken against that person.

If the investigation concludes that the member of staff maliciously fabricated the allegations,

disciplinary action may be taken against that person.

**Contact information**

LADO (Local Authority Designated Officer): 020 8359 4066

LSP (Local Safeguarding Partnership): bscp@barnet.gov.uk

Ofsted: 0300 123 1231

Protect (formerly Public Concern at Work): 020 3117 2520 (website: https://protect-advice.org.uk)

Related policies

Staff Grievance policy, Safeguarding Children policy.

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| This policy was adopted by: **Ultimate Primary Sports** | Date: **9/9/2024** |
| To be reviewed: **Sep 26** | Signed: **R Seyho** |