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| **Appendix E: Whistleblowing Policy & Procedures**  **General Statement**  This Policy is designed to encourage employees to raise legitimate concerns in a responsible way through the Grievance Procedure in circumstances where they believe that there has been some form of malpractice and where disclosure is in the public interest.  **General Principles**   * Any disclosure made under this Policy must be in good faith. If you make an allegation, you must have a reasonable belief that the allegation is true and it must not be made for personal gain. * These procedures should not be used for the purpose of furthering a personal grievance or private dispute - such matters must be dealt with through the Company's Grievance Procedure (see Employee Handbook.) * Victimising employees who make a disclosure or deterring them from raising a genuine concern about fraud, corruption, malpractice, or unethical conduct, will constitute a serious disciplinary offence. * Abuse of this procedure, by maliciously or mischievously raising unfounded allegations, either internally or externally, will be regarded as a serious disciplinary offence. * Where an allegation is made, the person(s) against whom the allegation is made will be informed of the allegation and the evidence supporting it, and be allowed to comment, before the investigation is completed. * Any allegation of malpractice will be treated in the strictest confidence and investigated immediately.   **Procedure**  This procedure applies to allegations where any of the following has occurred, is occurring, or is likely to occur:   * A criminal offence * A breach of a legal obligation * A miscarriage of justice * Danger to the health or safety of an individual * Damage to the environment * Fraud * Corruption * Accounting irregularities * Dishonesty * Deliberate concealment of any of the above   The purpose of Active Gloucestershire’s whistleblowing procedure is to make it clear that concerns against another member of staff can be raised without fear of victimisation, subsequent discrimination or disadvantage. It is intended to encourage and enable employees to raise concerns. If you feel the situation allows, initial concerns could be raised with your line manager. However, if the seriousness or sensitivity of the issue requires it, it is also possible to raise concerns direct with CEO, or Chair of the Board, if the allegation concerns the CEO.  Any allegation covered by this procedure should be made in writing to the CEO, or Chair of the Board, if the allegation concerns the CEO.  A record will be made of receipt of the disclosure and the CEO, or Chair of the Board, if the allegation concerns the CEO, will either investigate the disclosure, or arrange for an appropriate member of the senior management team to do so.  Once the investigation has been completed, the CEO, or Chair of the Board, if the allegation concerns the CEO, will report back to you as soon as possible, normally within 2 weeks and, subject to any third-party rights, inform you of the outcome of the investigation.  If you have any concerns or complaints about the manner in which you feel you are being treated because you made the disclosure, whether by the alleged wrongdoer or any colleagues, you should raise this with the CEO, or Chair of the Board, if the allegation concerns the CEO, and this may be dealt with as a disciplinary matter in relation to such individuals.  If you are dissatisfied with the outcome of the investigation or feel unable to report it to the CEO in the first instance, disclosure should be made in writing to the Chair of the Board, who will investigate the matter and report back to the individual. The decision of the Chair of the Board will be final. **Allegations against staff or volunteers** ‘Allegations against staff or volunteers’ includes anyone working with children in a paid or voluntary capacity (e.g. helpers in clubs, tournament officials, team managers on training camps, coaches etc.).  Should an individual member of staff or volunteer become aware of an allegation of child abuse or poor practice against a colleague, it is vital to report it to the DSL immediately and complete an Incident Report Form (Appendix B).  The following circumstances may lead a member of staff or volunteer to suspect that a colleague is abusing a child:   * An allegation is made by a child or adult. * An allegation is made by a staff member against a fellow member of staff. * A member of staff notices inappropriate behaviour by another member of staff. * Concerning information comes to light through a DBS check. * Information is received from another sports organisation, partner or statutory agency.   The flow chart (Appendix I) illustrates the steps that need to be taken in the event of suspicion or allegation against a staff member.  Contact details  Appendix holder  Name: Sarah Haden-Godwin  Director of People and Partnerships  Phone/email: 01452 393605 [sarahhaden@activegloucestershire.org](mailto:sarahhaden@activegloucestershire.org)    NSPCC helpline 0808 800 5000 We are committed to reviewing our policy and good practice annually.    Key compliance dates:     |  |  | | --- | --- | | Last Review | November 2023 | | Next Review | November 2024 | |