

## Policy Statement

<b>Policy</b>	<b>Whistleblowing Policy</b>	<b>Department</b>	<b>HR</b>
<b>Date Written</b>	<b>14<sup>th</sup> August 2018</b>	<b>Review Date</b>	<b>15<sup>th</sup> August 2019</b>
<b>Written by</b>	<b>Simon Wentworth</b>	<b>Approved by</b>	<b>Daryl Willard</b>
<b>Date of Approval</b>	<b>15<sup>th</sup> August 2018</b>	<b>Locations &amp; Dissemination</b>	<b>Website &amp; Reception (abridged)</b>

This policy was adopted on 15<sup>th</sup> August 2018

### Key Contacts:

<b>Position</b>	<b>Name</b>	<b>Contact Details</b>
Director	Simon Wentworth	01424 427 540
Deputy DSL	Daryl Willard	01424 427 540
Deputy DSL	Alex McCarthy	01424 427 540
Designated Safeguarding Lead	James Goodman-Eastwood	01424 425 168
Safety Line (24/7) Emergency	Duty DSL	07936 431 288

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## **Brief:**

This policy exists to provide staff, parents and visitors the confidence and support to raise concerns regarding the conduct of the organisation or individual, to the appropriate person or governing body. For the Complaints Procedure, please read the Complaints Policy.

## **Introduction:**

It is important that any criminal behaviour or other wrongdoing by an employee, or any individual undertaking work with the organisation is reported and properly dealt with. This Whistleblowing policy is underpinned by the Public Interest Disclosure Act 1998 (known as the Whistleblowers Act). This gives legal protection to employees against being dismissed or penalised by their employers as a result of publicly disclosing certain serious concerns. The organisation is committed to ensuring that no member of staff should feel at a disadvantage in raising legitimate concerns.

This policy is intended to cover concerns which are in the public interest and may at least initially be investigated separately but might then lead to other procedures e.g. disciplinary.

These concerns could include:

- Financial malpractice or impropriety or fraud;
- Failure to comply with a legal obligation or Statutes;
- Dangers to Health & Safety or the environment;
- Criminal activity;
- Improper conduct or unethical behaviour;
- Attempts to conceal any of these.

## **Confidentiality:**

The organisation will treat all such disclosures in a confidential and sensitive manner. The identity of the employee making the allegation may be kept confidential so long as it does not hinder any investigation. However, the investigation process may reveal the source of the information and the individual making the disclosure may need to provide a statement as part of the evidence required.

## **Procedure:**

If an employee has a concern, they should first raise it with either The Director or Designated Safeguarding Lead, verbally or in writing. If they feel that this person may be involved or do not wish to approach them, then they should approach the relevant external authority. The organisation will ensure that an investigation takes place and make an objective assessment of the concern. The employee will be kept advised of progress and the organisation will ensure the action necessary to resolve the concern is taken. In all cases, the employee is encouraged to exhaust Stars Football Ltd's internal procedures before contacting external sources such as the Health & Safety Executive, Environment Agency etc.

## **External Organisations:**

Local Authority Designated Officer (LADO):  
Amanda Glover  
Tel: 07825 782 793