



Approved By: Elliott Stevens
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Whistleblowing Policy – Heathfield Swim School and Swim Stars South East

1. Introduction

Heathfield Swim School and Swim Stars South East is committed to maintaining the highest standards of integrity and professionalism. This Whistleblowing Policy is designed to provide a framework for all members, employees, contractors, and stakeholders to report concerns about potential malpractice, misconduct, or unethical behaviour within the organization.

2. Purpose

The purpose of this policy is to:

- Encourage individuals to report any wrongdoing, malpractice, or unethical conduct they become aware of within Heathfield Swim School and Swim Stars South East
- Ensure that those who disclose such information are protected from any form of retaliation.
- Facilitate prompt and thorough investigation of reported concerns.
- Uphold the principles of transparency and accountability in all aspects of Heathfield Swim School and Swim Stars South East operations.

3. Scope

This policy applies to all individuals associated with Heathfield Swim School and Swim Stars South East including employees, contractors, volunteers, and any other stakeholders.

4. Reporting Procedures

4.1. Reporting Mechanisms

Concerns should be reported as soon as possible using one of the following mechanisms:

- Directly to a designated whistleblowing / welfare officer
- By sending an email to swimschoolwelfare@gmail.com
- By using an anonymous reporting channel, if provided

4.2. Whistleblowing Officer

Heathfield Swim School and Swim Stars South East designates Elliott Stevens as the primary point of contact for whistleblowing concerns. Contact details for the Whistleblowing Officer are prominently displayed in relevant areas and communicated to all stakeholders.

5. Protection of Whistleblowers

Heathfield Swim School and Swim Stars South East is committed to protecting individuals who make a whistleblowing report. Whistle-blowers will be assured:

- Confidentiality: The identity of the whistle-blower will be kept confidential to the extent permitted by law.
- Non-Retaliation: Heathfield Swim School and Swim Stars South East prohibits any form of retaliation against individuals who make good-faith reports.

6. Investigation Process

Upon receipt of a whistleblowing report, Heathfield Swim School and Swim Stars South East will conduct a thorough and impartial investigation. The investigation process will include:

- Prompt assessment of the reported concerns.
- Assignment of a qualified investigator.
- Interviews with relevant parties.
- Documentation of findings.

7. Communication of Results

The findings of the investigation will be communicated to the whistle-blower, provided that doing so does not compromise legal or privacy considerations. Appropriate remedial actions will be taken based on the investigation results.

8. False and Malicious Report

Heathfield Swim School and Swim Stars South East takes false and malicious reporting seriously. Individuals found to have knowingly provided false information may be subject to disciplinary action.

9. Review and Updates

This policy will be reviewed periodically to ensure its effectiveness. Updates will be made as necessary to reflect changes in legislation or organizational structure.

10. Contact Information

For further information or to make a whistleblowing report, please contact:

Elliott Stevens

swimschoolwelfare@gmail.com

07710039552