



Serving young people and the community

**Patron: The Duke of Richmond and Gordon**

## **Whistleblowing Policy**

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### **1 Introduction**

1.1 Chichester Boys' Club is committed to providing a high-quality service to everyone we work and meet in the running of clubs and private hiring of club areas.

In order to do this we take on board comments about our service and welcome comments when we get things right or wrong.

1.2 The central principles of this policy are:

- The welfare of all club users is paramount
- Any concern about the quality of care must be fully explored
- Issues will be investigated in a thorough, timely and consistent manner
- All parties should be treated with dignity and respect
- All staff and club users will be supported and treated fairly
- Staff will have an opportunity to respond to concerns
- Confidentiality needs to be upheld throughout.

1.3 This policy does not form part of any employee's contract of employment and we may amend it at any time. This policy applies to Chichester Boys' Club employees, Trustees and volunteers.

### **2 How to raise a whistleblowing concern.**

2.1 There are several ways that an issue can be raised. Below is a summary of each of these and further information can be found further on in this policy:

## **Whistleblowing**

Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to our activities. This includes bribery, fraud or other criminal activity, miscarriages of justice, health and safety risks, damage to the environment and any breach of legal or professional obligations.

### **3 Whistleblowing and Qualifying Disclosures**

3.1 Certain disclosures are prescribed by law as “qualifying disclosures”. A “qualifying disclosure” means a disclosure of information that the employee genuinely and reasonably believes is in the public interest and shows that the company has committed a “relevant failure” by:

- a) committing a criminal offence.
- b) failing to comply with a legal or professional obligation.
- c) a miscarriage of justice;
- d) endangering the health and safety of an individual.
- e) environmental damage; or
- f) concealing any information relating to the above.

3.2 Qualifying disclosures can relate to activities in the past, present or future, so that, for example, a disclosure qualifies if it relates to environmental damage that has happened, is happening, or is likely to happen. We hope that staff will feel able to voice whistleblowing concerns openly under this policy. Completely anonymous disclosures can be difficult to investigate. If you want to raise your concern confidentially, we will make every effort to keep your identity anonymous and only reveal it where necessary to those involved in investigating your concern.

#### **3.3 The whistleblowing procedure**

In the first instance you should report any concerns you may have to the Youth Team Leader or the Youth Team Administrator. If you are not satisfied with the explanation or reason given to you, you should raise the matter through the Trustees. If the matter relates to any of these people, please raise your concerns with the Chairman of the trustees.

3.4 We will arrange a meeting with you as soon as possible to discuss your concern. You may bring a colleague or union representative to any meetings under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.

3.5 We strongly recommend using the procedure set out above, however, if you feel you cannot report your concerns as above reports can be made externally. We strongly encourage you to seek advice before reporting a concern to an external body. Protect operates a confidential helpline. Their contact details are set out below:

Protect (Independent whistleblowing charity)

Helpline: (020) 3117 2520 E-mail: [whistle@protect-advice.org.uk](mailto:whistle@protect-advice.org.uk)

Website: [www.protect-advice.org.uk](http://www.protect-advice.org.uk)

We aim to encourage openness and will support whistle blowers who raise genuine concerns under this policy, even if they turn out to be mistaken. Whistle blowers must not suffer any detrimental treatment because of raising a genuine concern. If you believe that you have suffered any such treatment, you should inform the Chairman of the Trustees for Chichester Boys' Club immediately. If the matter is not remedied, you should raise it formally using our grievance procedure.

3.7 You must not threaten or retaliate against whistle blowers in any way. If you are involved in such conduct, you may be subject to disciplinary action.

3.8 If we conclude that a whistle blower has made false allegations maliciously, the whistle blower may be subject to disciplinary action.


#### **4 Associated Documents & Legislation**

- Safeguarding Children policies
- Safeguarding Adults

Policy Date: 4 December 2024

Review Date: December 2025

Signed:

A handwritten signature in black ink, appearing to be 'M. D.', written over a horizontal line.