



TB SPORT

Whistleblowing Policy

Key Personnel

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Purpose

The TB SPORT is committed to the highest possible standards of honesty and integrity, and we expect all our staff to maintain these standards. However, all organisations face the risk of things going wrong from time to time, or of unknowingly harbouring illegal or unethical conduct. A culture of openness and accountability is essential to prevent such situations occurring or to address them when they do occur.

This policy makes it clear that employees can voice concerns without fear of reprisals; it is intended to encourage and enable any employees to raise serious concerns within the Company rather than overlooking a problem or alerting anyone external to the TB SPORT. It is recognised that cases may have to proceed on a confidential basis.

A whistle-blower

A whistle blower is a person who raises a genuine concern relating to the matters below. If employees and others have any genuine concerns related to suspected wrongdoing or danger affecting any of our activities (a whistleblowing concern) they should report it under this policy. This does not form part of an employee's contract.

Whistleblowing is the disclosure of information which relates to suspected wrongdoing or dangers within the workplace.

This may include:

- criminal activity
- miscarriages of justice
- danger to health and safety
- damage to the environment
- failure to comply with any legal or professional obligation or regulatory requirements
- bribery
- financial fraud or mismanagement
- negligence
- breach of our internal policies and procedures
- conduct likely to damage our reputation
- unauthorised disclosure of confidential information
- examination fraud
- the deliberate concealment of any of the above matters

Before accessing the whistleblowing policy, please consider the following

Using the line manager or team meetings and other opportunities to raise questions and find answers to the day-to-day concerns

Using the director or members of the Senior leadership team to raise questions and find answers to the day-to-day concerns

We recognise that it can be difficult to raise concerns about unacceptable activities against another others, you must act to prevent escalation and prevent yourself from being potentially impacted on the problem.

You have the right to raise concerns against

- Apprentices
- Employees
- Causal Holiday club staff
- Management
- Director

Safeguarding

TB SPORT understands that raising a report of concern can be difficult, especially when it concerns someone who you may closely work with. TB SPORT will not tolerate harassment or victimisation towards the reporter and will protect employees when they raise a concern.

Should the employee raising a concern but under interval investigation for disciplinary or redundancy it should be noted that this procedure will halt because of the concern under the whistleblowing policy.

Confidentiality

We hope that our employees working under TB SPORT will feel able to voice whistleblowing concerns openly under this policy. We will make very effort to ensure that the concern raised is kept confidential if this is requested. Please note that should the concern raised need to be addressed through another procedure we may ask for a statement to be provided with a signature as evidence in turn revealing identity. If you person raising the concern feels they cannot provide this may result in further action not being taken and the case may be closed. This will be discussed at the time with the whistle-blower.

Anonymous Allegations.

We encourage employees to put their name forward when whistleblowing. Concerns given without can become less productive and difficult to address, although this doesn't mean it will not be taken seriously. Line managers will consider

- The seriousness of the allegation
- The credibility
- The outcome to resolve this concern.

Untrue allegations

Any allegations made but not confirmed will result in no action being taken. But false allegations made for malicious reasons will result in disciplinary.

Support

TB SPORT will continue from the start of the concern being raised to the outcome to support and give advice to both parties (whistle-blower and those under investigation)

How to raise a concern

All concerns must be raised with the line managers within TB SPORT named on the front page of this document.

Concerns should be made in writing giving the clear details-

- Background and history
- Names
- Dates
- Times
- Places
- And the reason for the concern.

If the whistle-blower should feel they cannot put this in writing, they need to reach out to the line manager via telephone to discuss ensuring the state they are raising a concern via the whistleblowing policy.

The earlier the concern is raised the easier it is to act and there are sufficient grounds for the concern.

It may be in the interest of TB SPORT to have the concern raised via a trade union on the employee's behalf.

At each meeting, under this policy, the employee may bring a colleague or trade union representative. The companion must respect confidentiality of the disclosure and any subsequent investigation.

Stages

Stage 1

TB SPORT may be informed by a whistle-blower about concern(s) and that they are "blowing the whistle" within the procedure in person, or in writing or over the phone.

TB SPORT should respond immediately, either by arranging to meet with the whistle-blower in person or arranging for an appointed person to meet with the whistle-blower to discuss the concern(s) as soon as possible.

The whistle blower should put their concern in writing if they have not already done so. A third-party impartial person can write this account (using the structure above) should the whistle-blower feel they are not capable to.

The whistle blower will be told-

- What steps are taken next
- The communication processes
- A written response will be sent out within 10 business days.
- Reassured their identity will be protected unless there is no alternative to do so
- That the matter will be taken seriously

Stage 2

At this point TB SPORT will decide whether an investigation is necessary and what action needs to be taken. This will be recorded.

In some cases, it may be possible to resolve the concern simply by agreed action or explanation regarding the concern.

Stage 3

Within 10 business days of the concern being raised TB SPORT will contact the whistle-blower to say

- The concern has been received and acknowledged
- How the concern is to be dealt with
- Estimated time on how long the process will take and updates if extension is needed and why
- Informing the whistle-blower when enquiries have been made and what further investigation will take place.

TB SPORT will support the whistle-blower with advice on who to contact should they not be satisfied with the outcome/result.

If the whistle-blower believes either one of the managers is involved, they may seek to alternative Line manager or alternatively, as we are an independent company, they can reach out to LADO-

Nottinghamshire safeguarding Partnership

If you are concerned about someone who works with children

See Chapter 7 of the [Safeguarding Children Procedures](#) and contact the Local Authority Designated Officer (LADO) via 0115 977 3921.

If you are not sure whether a child is being abused you can discuss the circumstances with us or with someone else who works with children, such as a teacher, health visitor or the NSPCC. All professionals who work with children have a responsibility to safeguard them and will know how to help.

Leicestershire County Council LADO

Allegations Line: 0116 305 4141

LADO email for Referrals and New Enquiries: CFS-LADO@leics.gov.uk

Please note that the LADO service is available office hours only: Monday-Thursday, 8.30am-5.00 pm and Friday, 8.30am-4.30pm

Outside of office hours, please contact the Leicestershire First Response Children's Duty Team.

Tel: 0116 305 0005