

## Whistleblowing Policy

Super Star Sport is committed to the highest standards of openness, probity and accountability. If a member of staff discovers evidence of malpractice or wrongdoing within Super Star Sport they can disclose this information internally without fear of reprisal. Our Whistleblowing policy is intended to cover concerns such as:

- ✦ Financial malpractice or fraud
- ✦ Failure to comply with a legal obligation
- ✦ Dangers to health and safety or the environment
- ✦ Criminal activity
- ✦ Improper conduct or unethical behaviour

This policy should not be used to question business decisions made by Super Star Sport, or to raise any matters that are covered under other policies (eg discrimination or racial harassment). Any allegations relating to child protection will follow the procedures set out in the **Safeguarding policy**. Any concerns relating to the employment conditions of an individual member of staff should be raised according to the procedures set out in the **Staff Grievance policy**.

### Raising a Concern

Ideally, the staff member should put his or her allegations in writing, setting out the background to the situation, giving names, dates and places where possible, and the reason why they are concerned about the situation.

In the first instance, concerns should be taken to a Super Star Sports manager. If, due to the nature of the problem, this is not possible, consult the Super Star Sports Head Office on **01992 766 707** for advice.

If this person or body is unwilling or unable to act on the concern, the staff member should then raise it with:

- ✦ Ofsted (if it concerns the safe and effective running of the club)
- ✦ The Local Authority Designated Officer or the Local Safeguarding Partnership (if it concerns a child protection issue and is not already covered by the procedure set out in the Super Star Sport's **Safeguarding policy**)

✦ Ultimately, with the police (if a crime is thought to have been committed).

If the member of staff is still uncertain about how to proceed with the concern, he or she can contact the whistle-blowing charity Protect for advice.

### Responding to a Concern

Initial enquiries will usually involve a meeting with the individual raising the concern, and will decide whether an investigation is appropriate and, if so, what form it should take. If a concern relates to issues which fall within the scope of other policies, it will be addressed under those policies.

If the initial meeting does not resolve the concern, further investigation is required. The appropriate person will investigate the concerns thoroughly, ensuring that a written response can be provided within ten working days where feasible, or if this is not possible, giving a date by which the final response can be expected. The response should include details of how the matter was investigated, conclusions drawn from the investigation, and whom to contact if the member of staff is unhappy with the response and wishes to take the matter further.

### Rights and Responsibilities of the Whistleblower

All concerns will be treated in confidence and Super Star Sport will make every effort not to reveal the identity of anyone raising a concern in good faith. At the appropriate time, however, the member of staff may need to come forward as a witness.

If a member of staff raises a concern in good faith which is then not confirmed by the investigation, no action will be taken against that person.

If the investigation concludes that the member of staff maliciously fabricated the allegations, disciplinary action may be taken against that person.

## Contact information

### **Hillingdon**

#### **LADO (Local Authority Designated Officer):**

Hannah Ives – 01895 250 975 / 07753 431 285 (out of hours)

Email: [hives@hillington.gov.uk](mailto:hives@hillington.gov.uk)

#### **LSP (Local Safeguarding Partnership):**

Hillingdon Safeguarding Children Partnership

Phone: 01895 556 006 / 07946 714 637 (out of hours)

Email: [strongerfamilieshub@hillington.gov.uk](mailto:strongerfamilieshub@hillington.gov.uk)

### **Harrow**

#### **LADO (Local Authority Designated Officer):**

Rosalind South – 07871 987 254

LSP (Local Safeguarding Partnership):

#### **Harrow Local Safeguarding Children's Board:**

Phone: 0208 901 2690/ 0208 424 0999 (Out of hours)

Email: [lscb@harrow.gov.uk](mailto:lscb@harrow.gov.uk)

### **Ealing**

#### **LADO (Local Authority Designated Officer):**

Phone: 01753 690 906/ 07927 681 858 (out of hours)

Email: [lado@sloughchildrenfirst.co.uk](mailto:lado@sloughchildrenfirst.co.uk)

LSP (Local Safeguarding Partnership):

**Slough Safeguarding Partnership Board:**

Phone: 01753 875 362

Email: [safeguardingboards@slough.gov.uk](mailto:safeguardingboards@slough.gov.uk)

**Ofsted:**

0300 123 1231

**Protect (*formerly Public Concern at Work*):**

020 3117 2520

Website: <https://protect-advice.org.uk>)

**Related Policies**

[Staff Grievance policy](#), [Safeguarding policy](#).

**Policy Responsibility and Review**

We are committed to reviewing our policy and good practice annually.

This policy was adopted by Super Star Sport	Date:12/04/2023
To be reviewed:12/04/2024	Signed: 