

WHISTLEBLOWING POLICY – COVER SHEET

Version:	1
Date approved:	14/05/2021
Approved by:	Board of Directors
Review Date:	14/05/2024

VERSION HISTORY

Version	Date	Changes Made	Implications

For the purpose of the 2021 policy review undertaken by British Ice Skating all version numbers will begin at one. Where previous versions do exist these will be archived for reference by the Association.

REVIEW PROCESS

This policy will be reviewed every 3 years, or sooner should the owner, legal requirements or organisational change deem it to be relevant or required.

APPLICATION

This policy is to be read everyone who works for or on behalf of British Ice Skating and should be read in conjunction with the Anti-Bullying, Anti-Doping, Anti-Bribery, Fraud & Corruption, Safeguarding, Modern Slavery, and Complaints and Disciplinary policies.

WHISTLEBLOWING POLICY

1. PURPOSE

- 1.1 It is in the interests of the sport and its membership that individuals with genuine concerns are able to raise them in a confidential and effective way. This policy outlines the mechanism by which serious concerns can be lodged with British Ice Skating (BIS). Anyone in good faith, reporting information regarding matters of wrongdoing, will have the matter dealt with in an appropriate manner and with a duty of care to all those involved.
- 1.2 Wrongdoing can include but is not limited to:
- Fraud or misappropriation
 - Illegal activities
 - Unethical practices
 - Breaches of Health and Safety
 - Damage to the environment
 - Criminal offences

2. OBJECTIVES

- 2.1 BIS is committed to conducting all its business with integrity and encouraging a culture of openness: to uphold the reputation of the organisation, maintain the sports and the public's confidence, and to protect its members.
- 2.2 This policy outlines the process by which an individual can raise concerns with BIS for investigation. This policy applies to all those who work for and on behalf of BIS, including staff, coaches, volunteers and officials.
- 2.3 If you are a member of the public with concerns or information you think we should know about you should follow the Complaints & Disciplinary Policies procedures.

3. DEFINITIONS

- 3.1 A whistle-blower is a person who alerts an authority that they work for to acts of wrongdoing. The wrongdoing disclosed must be in the public interest. Whistle-blowers are witnesses to a malpractice and must not be penalised for any disclosure of information. Whistle-blowers who are workers are protected by the law.

4. RESPONSIBILITIES

- 4.1 The BIS CEO is responsible for overseeing this policy and procedures.

5. REPORTING WRONGDOING

- 5.1 All reports of wrongdoing will be taken seriously by BIS. When reporting a concern you must reasonably believe that you are acting in the public interest and that the concern falls under malpractice.
- 5.2 If you discover any wrongdoing, it should be reported to your Line Manager if an employee or info@iceskating.org.uk for any other workers. If this is not practical the issue should be reported to the CEO or the Chair of BIS.
- 5.3 You will receive a written receipt, usually within 48 hours (if received during business hours), which will outline the proposed next steps and timeline.
- 5.4 Your concerns will normally then be considered in line with BIS Complaints and Disciplinary policies. The issue will be referred for investigation either to a relevant staff or Board member with responsibility for that area, or if the nature of the complaint warrants it, directly for investigation in line with the BIS Disciplinary Regulations. The relevant person will investigate the matter and take any remedial action to rectify the situation or, where any such action is not in the power of that staff member, they will then make recommendations to take appropriate further steps which may include passing to an independent investigatory body.
- 5.5 Any investigation will not, at any stage, be carried out by any person against whom allegations are made, and details will only be shared with those individuals who are considered vital to the effective functioning of any investigation.
- 5.6 Enquiries will be undertaken promptly and fairly; more complex matters may require a longer and more thorough investigation.
- 5.7 The whistle-blower will be asked to provide as much supporting evidence and information as possible to ensure a timely and effective investigation.
- 5.8 The relevant staff member will advise you of the outcome of any enquiry and any remedial action taken. Precise details may not be able to be provided if this infringes a duty of confidence.
- 5.9 Any wrongdoing that involves criminal activity will be reported to the police.

- 5.10 Any person approaching BIS with genuine concerns will not be disadvantaged or discriminated against in any way because of the disclosure. However, BIS will take a serious view and act accordingly, including taking disciplinary action if necessary against appropriate parties, should it be found that the untrue allegations have been intentionally portrayed as true or allegations have been raised maliciously or for personal gain.
- 5.11 Individuals are encouraged to put their name to any disclosure to help the investigation. Allegations raised anonymously may be investigated depending on the seriousness of the issues raised, the credibility of the concern, and the likelihood of confirming the allegation from attributable sources.
- 5.12 Wherever possible confidentiality will be maintained, although this may not always be feasible due to the nature of the investigation or if disclosure is required by law. If it becomes necessary to disclose your identity, we will make every effort to inform you of this. We will also expect that you maintain confidentiality regarding your disclosure so as not to jeopardise the investigation at any stage.
- 5.13 Please note that grievances or disputes with BIS should be raised in the normal way under the Complaints and Disciplinary policies rather than under this procedure.
- 5.14 Any wrongdoing related to bad practice or abuse to children or vulnerable adults should be reported in line with the Safeguarding policies and procedures.
- 5.15 Where on conclusion the matter is still not resolved or you feel unable to use this Whistleblowing policy advice can be sought from external bodies such as www.gov.uk and www.acas.org.uk or via the Public Interest Disclosure Act 1998.