



Whistleblowing Policy

Cleethorpes and District Swimming Club Ltd.

Cleethorpes and District Swimming Club (the Club) adopts all contractual policies and procedures defined by their governing body the Amateur Swimming Association (Swim England).

1. Principles.

Whistleblowing allows individuals to raise genuine concerns about any potential incident of poor practice, wrongdoing, illegal or unethical conduct by individuals without fear of reprisals, even if they turn out to be mistaken and applies to all Swim England members.

Children are vulnerable to abuse and all adults who work in sports organisations, whether paid or unpaid, member or non-member, must look to safeguard their welfare. Swim England believes it is necessary to develop a culture in all organisations and counties, regionally and nationally, where concerned individuals can raise concerns in a safe and supportive environment.

Together with Swim England, Cleethorpes and District Swimming Club is committed to:

1. Developing a culture that is safe and secure.
2. Encouraging a culture of openness and transparency.
3. Protecting all of our members.
4. Upholding the reputation of the organisation.
5. Maintaining our sport and the public's confidence in us.

2. What is a Whistleblower?

The term "whistleblower" is commonly used to describe a person who discloses concerns about wrongdoing, illegal or unethical conduct and within Swim England and sporting activities in general such disclosures could include but not be limited to:

- Criminal acts (for example indecent images of children.)
- Incidents of child abuse within our sports.
- Bullying.
- Breaches of the Code of Conduct or discrimination.
- Concerns regarding health and safety (for example forcing a child to train against medical advice.)
- Disclosure of confidential information about a child or other member.
- Breaches of the Equality and Diversity Policy (for example a child not being given the same opportunity as another child due to their gender.)
- Witnessing or being told about poor practice or a failure to safeguard children.

3. Reasons for Whistleblowing.

Every member, member's parent(s), guardian(s), employee, and volunteer within the Club has a responsibility to raise concerns about potential poor practice and abuse or unacceptable behaviour in order to prevent the problem increasing, protect or reduce the risk to others. and avoid becoming 'party to' the concern by lack of appropriate action.

4. Making a Disclosure.

As a member you may be worried about raising such issues or may want to keep the concerns to yourself, perhaps feeling that it is none of your business or that it is only a suspicion. In addition, you may feel that by raising the matter makes you disloyal to your friends, peers, colleagues and indeed the Club.

The Club takes any form of misconduct seriously and this policy enables any individual with genuine concerns to raise them as soon as possible in the right way. We encourage all individuals, where appropriate, to raise the matter as a concern, if genuine, rather than wait for proof after all all of our children and members have a right to be protected. Remember it is often the most vulnerable children who are targeted and who are least able to act or defend themselves or disclose what is happening. Therefore, they need you and others like you to protect their wellbeing and safeguard them from harm or potential harm.

Everyone involved in our sports has a responsibility to raise concerns appropriately to individuals who can act upon them whether that is the Welfare Officer, the Swim England Child Safeguarding Team or the statutory agencies and although the club acknowledges that “blowing the whistle” will be difficult, it is important you do so rather than allow a child to become or remain at risk.

Once the concern has been raised, the Welfare Officer, the Swim England Child Safeguarding Team and/or the statutory agencies will act in the appropriate manner.

5. Why is it difficult to Whistle blow?

You may feel worried that you are starting a chain of events you have no control over, and that it will become disruptive not only to the club, but the young person(s) and yourself. In addition, you may think that you have got it wrong and that the concern will prove to be unfounded, or that you will not be listened to or actually believed.

Therefore, we wish to reassure you that as a Club , and at every stage, your concerns will be managed by professionals, with a view to independently assess the information, and act in the best interests of any children that may be involved. Your concerns will always be taken seriously, and if proved unfounded, any action taken will be implemented in a way so as not to disrupt the children and families involved unnecessarily.

Reporting concerns will not start a process that cannot be halted, if unfounded and the Club assures everyone involved in our sport that the committee will treat fairly all concerns through the proper considerations. If you act in good faith in reporting a concern and even if the suspicion is unfounded you will be supported, and no action will be taken against you.

However, please note that if it is proven the concern has been raised maliciously to cause harm to others, you may be liable to action under the Swim England complaints and disciplinary processes.

6. Member : referring your concern.

As a member of a Swim England club or organisation, or the parent of a member you must refer your concern to the Welfare Officer in the first instance, followed by the County or Regional Welfare Officer, the Child Safeguarding Team or the statutory agencies. If you receive a concern from a third party regarding a member of a Swim England organisation, you should try to obtain their name, address and contact details, names of all the individuals involved and if they have evidence of the alleged concern or if not what it is that leads them to believe that abuse or poor practice is happening.

The information should then be referred to the Welfare Officer, or the County or Regional Welfare Officer if appropriate, Swim England Child Safeguarding Team or the statutory agencies who will consider what action to take.

7. Employee or Worker : referring your concern.

If you are an employee or workers of the Club you should report the concern to your line manager, the Chairman of the Club, or you can contact Public Concern at Work (see below link). Please note when referring any concern, please do not:

- Try to deal with the concern yourself.
- Inform the person about whom the concern has been raised.
- Inform other members of the workforce of the concern other than those outlined above.
- Commence your own investigation.
- Annotate or remove evidence received.
- Delay in reporting the concern.

Please do not assume that all is well, or it would have been noted earlier, or that it does not matter, and no harm will arise. At no point should you ignore a whistleblowing concern as each raised complaint will be dealt with seriously.

8. What happens when a concern has been raised.

The concern you raise will be treated in confidence and will be shared only on a need-to-know basis, and throughout the process you will be given updates on how the enquiry is progressing if it is possible to do so. The Club has a responsibility to protect you from harassment of any kind that results from your disclosure and if the matter is proven/found on the balance of probabilities to be so, then appropriate action will be taken against the individual(s) concerned.

If the matter is unproven/unfounded on the balance of probabilities, providing you raised the concern in good faith, no action will be taken against you. However, any form of malicious allegation will be considered as a disciplinary offence.

9. Feedback.

Every effort will be made to provide feedback to you on the outcome and action taken on the matter you referred, but how much detail can be reported back to you will vary according to the nature and result of the investigation. Wherever possible, The Club supported by the Welfare Officer and Swim England will ensure you have notice while the matter is ongoing and when it has been concluded.

The Club and Swim England will provide support and guidance for anyone who requires assistance and advice.

You can speak to the clubs:

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| • Welfare Officer | welfare.cads@gmail.com |
| • Human Resources | humanresources.cads@gmail.com |
| • Chairman | chairman.cads@gmail.com |
| • Public Concern at Work | www.pcaw.org.uk |