

# Wycliffe Bowls Club

## Whistle Blowing Policy

### Disclosure Procedure

1. If you wish to make a qualifying disclosure you should in the first instance report the situation to an appropriate person.
2. Such disclosures should be made promptly so that investigation may proceed and any action taken quickly.
3. All qualifying disclosures will be taken seriously. The disclosure will be promptly investigated and as part of the investigatory process, you will be interviewed and asked to provide a written statement setting out the nature and details of your qualifying disclosure and the basis for it. Confidentiality will be maintained during the process to the extent that it is practical and appropriate in the circumstances.
4. In order to investigate a disclosure a National Governing Body must be able to determine the scope of the investigation and the individuals who should be informed about the disclosure. The National Governing Bodies reserve the right to appoint another investigator to investigate the disclosure other than the designated person to whom you reported.
5. Your National Governing Body may ask you to attend a meeting at a reasonable time and place at which your disclosure can be discussed. You should take all reasonable steps to attend that meeting and you have the right to bring with you an appropriate other individual of your choice.
6. Once the investigation has been conducted and completed, you will be informed in writing of the outcome and the National Governing Body's decision as soon as possible.
7. If you wish to appeal against the National Governing Body's decision, you must do so in writing within five working days of the decision. On receipt of an appeal a senior officer or member of the Case Management Group shall make arrangements to hear your appeal. Your National Governing Body may ask you to attend a meeting at a reasonable time and place at which your appeal can be discussed. You should take all reasonable steps to attend that meeting and you have the right to bring with you an appropriate other individual of your choice.
8. Following your National Governing Body hearing your appeal, you will be informed in writing of the outcome and their conclusion and decision within five working days.
9. Once the National Governing Body decision has been finalised, any necessary action will be taken. If no action is taken, the reason will be explained to you.

10. If, on conclusion of the above stages, you reasonably believe that appropriate action has still not been taken, you may report the matter to the proper authority in good faith. The act sets out a number of prescribed bodies or person/s to which qualifying disclosures can be made. However, National Governing Bodies always encourage members and staff to raise their concerns directly in the first instance, rather than externally. This enables issues to be dealt with promptly and speedily.

## **Implementation**

The National Governing Bodies all endorse this policy and will ensure that it is followed by all bowls organisations that fall within their remit. This policy should be implemented within all bowling organisations.