



WHISTLEBLOWING

Policy and Procedure

Introduction:

PLCIBC is committed to creating and maintaining the safest possible environment for children and adults at risk to participate in the sport of bowls. The Club recognises it's responsibility to promote a safe environment and for any concerns to be reported without fear of reprisal.

What is Whistle Blowing?

Whistle blowing is an early warning system. It is about revealing and raising concerns over misconduct or malpractice within the Club.

The Public Interest Disclosure Act 1998 protects those who raise legitimate concerns about specified matters. It makes provision about the kinds of disclosure that may be protected and the circumstances in which disclosures are protected. This policy is therefore intended to comply with the Act by encouraging everyone in bowls to make disclosures about fraud, misconduct or wrongdoing in the sport and anyone within it, without fear of reprisal, so that problems can be identified, dealt with and resolved quickly.

Principles

- You should be aware of the importance of eliminating fraud or wrongdoing, and report anything that you become aware of that is illegal.
- You will not be victimised, subject to detriment or dismissed for raising a legitimate matter under this procedure.
- Covering up someone else's wrongdoing is also a disciplinary offence. Never agree to remain silent about a wrongdoing, even if told to do so by someone in authority.
- You will not be penalised for raising a qualifying disclosure even if it is not upheld, unless the complaint was both untrue and made in bad faith.
- It is not the responsibility of the person reporting the disclosure to investigate – it is the responsibility of the Executive Committee to set up an investigation. They may take advice from EIBA or another appropriate NGB and ask for them to investigate the disclosure.
- Confidentiality should be upheld in line with legislation and government guidance. Confidentiality will be maintained during the process to the extent that it is practical and appropriate in the circumstances.
- Maliciously making a false allegation is a disciplinary offence.

Objectives of the Policy

All club members, committee members, coaches, volunteers and parents/carers should have an understanding of whistle blowing.

All club members, committee members, coaches and volunteers should know where to access this Policy for whistle blowing and to follow it when anything is reported.

All players and parents/carers should be aware of the policy of this policy and of what action should be taken when legitimate concerns arise.

Individuals should be assured that they will be supported when concerns are reported.

Qualifying Disclosures

PLCIBC would expect their members or participants to report any of the following:

- A criminal offence (including fraud)
- A failure to comply with a legal obligation
- A miscarriage of justice
- The endangering of an individual's health and safety
- Damage to the environment
- Deliberate concealment of information relating to any of the above

Where the nature of the disclosure is not included in the above list, it should be made by way of PLCIBC Grievance Procedure and/or Safeguarding Policies and not under the Whistle Blowing procedure.

Your belief must be reasonable, but it need not be correct. It might be discovered subsequently that you were in fact incorrect, but you must be able to show that you held the belief in good faith and that it was a reasonable one to hold in the circumstances at the time.

Disclosure Procedure

1. If you wish to make a qualifying disclosure you should in the first instance report the situation to the Secretary. This can be done
 - in writing and placed in a sealed envelope in the secretary's pigeon hole
 - by email to secretary-lifecentrebowls@outlook.com or
 - in person, by arrangement.

All disclosures must be signed with your name printed beside the signature.

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, the Secretary (or other member of the Executive Committee) must be able to determine the scope of the investigation and the individuals who should be informed about the disclosure. The representative reserves the right to appoint another investigator to investigate the disclosure other than the designated person to whom you reported.
5. Your representative (Club or NGB) 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 representative's (Club or NGB) decision as soon as possible.
7. If you wish to appeal against the decision, you must do so in writing within five (5) working days of the decision. On receipt of an appeal a senior officer shall make arrangements to hear your appeal. This will be a different representative from previously appointed. Your representative (Club or NGB) 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 appeal hearing, you will be informed in writing of the outcome and their conclusion and decision within five (5) working days.

9. Once the 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, NGBs 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

PLCIBC Management Committee endorsed this policy on 25th January 2024.

Review

PLCIBC Management Committee will review this policy in January 2026.

Key Legislation

The key legislation can be found at Whistleblowing policy - GOV.UK (www.gov.uk)