



- Chairman : Ben Kumar
- Treasurer : Trevor Haigh
- Hon Sec : Lucy Ellis
- Membership Sec : Trevor Haigh

Please reply to : Trevor Haigh  
25 Meadow View  
Skelmanthorpe  
Huddersfield  
HD8 9ET

## SCISSETT YOUTH ASC

Affiliated to the STA and RLSS

# WHISTLE BLOWING POLICY

### 1. INTRODUCTION

This policy is designed to encourage a free and open culture in SYASC's dealings between volunteers, instructors, members and committee. SYASC recognises that effective and honest communication is essential if malpractice is to be effectively dealt with and the club's success ensured. The policy aims to provide guidance to all those who work with or within the organisation who may from time to time think that they need to raise with someone in confidence certain issues relating to the organisation.

### 2. PRINCIPLES

In almost all cases, raising issues internally will be the most appropriate course of action to be taken. SYASC expects all persons to make their best endeavours to raise concerns internally through the Committee to allow the Club to address concerns. This policy does not introduce a general protection for whistle blowers which apply in all circumstances. It applies to all persons who follow the procedure laid down in this document in disclosing specific categories of malpractice. By knowing about malpractice at an early stage the Club has a good chance of taking the necessary steps to safeguard the interests of all and protect the organisation.

### 3. PROCEDURE

Subject matters of disclosure:

This policy will apply in cases where persons genuinely and in good faith believe that one of the following sets of circumstances is occurring, has occurred or may occur within the organisation:

that a criminal offence has been committed, is being committed or is likely to be committed;

that a person has failed, is failing or is likely to fail to comply with any legal obligation to which he or she is subject;

that a miscarriage of justice has occurred, is occurring or is likely to occur;

that the health and safety of any individual has been, is being or is likely to be endangered; or

that information tending to show any matter falling within any one of the preceding clauses has been, is being or is likely to be deliberately concealed.

It is not necessary to prove alleged malpractice or misconduct, rather a reasonable suspicion must be raised. However anyone raising such suspicion will not be protected from the consequences of making such a disclosure if, by doing so, they commit a criminal offence.



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### 4. HOW TO RAISE CONCERNS INTERNALLY

Stage 1 - If a person wishes to raise or discuss any issues which might fall into the above category they should normally raise this issue with a member of SYASC Staff or Committee member, preferably Chair.

Stage 2 – If, after investigation, the person is still concerned, or the matter is so serious that the employee cannot discuss it with a member of Staff or Committee then they should raise the matter with the Swimming Teachers' Association (SYASC is affiliated to the STA who act as the umbrella organisation).

### 5. HOW SYASC WILL RESPOND

After a concern has been raised SYASC Committee will decide how best to respond in a reasonable and appropriate manner. Normally this will involve making internal enquiries first, but it may be necessary to carry out an investigation at a later stage.

Whilst SYASC hopes that such disclosures will never be necessary, it also recognises that it may find itself in circumstances which are new to it. Each case will be treated on its own facts.

### 6. SYASC STAFF & COMMITTEE RESPONSIBILITIES

Staff and/or Committee members notified of concerns under this policy will normally:

- ensure that concerns raised are taken seriously;
- treat the matter in confidence, within the parameters of the case;
- where appropriate, investigate properly and make an objective assessment of the concern;
- keep the person who raised the concern advised of progress, without breaching confidentiality;
- have a responsibility to ensure that the action necessary to resolve a concern is taken; and
- ensure that details of concerns raised under this policy are sent in writing to SYASC Committee Chair.

### 7. SYASC STAFF & VOLUNTEERS' RESPONSIBILITIES

All persons associated with SYASC are expected to raise concerns internally where possible before raising these externally. All persons associated with SYASC should be aware that the policy will apply where a disclosure is made in good faith and where they reasonably believe that the information disclosed and any allegation contained in it are substantially true. If any disclosure is made in bad faith (for instance in order to cause disruption within the Club), or concerns information which an employee does not substantially believe is true, or indeed if the disclosure is made for personal gain, then such a disclosure will constitute a disciplinary hearing by the Committee and may constitute gross misconduct for which summary dismissal is the sanction.

### 8. POLICY REVIEW

The operation and correct application of this policy will be reviewed annually at the SYASC Annual General Meeting in June.