

# **NSSC – Whistleblowing Policy (draft)**

September 2018

## **General**

- A. A whistleblower as defined by this policy is a member of or anyone who is employed within premises belonging to Newhaven and Seaford Sailing Club (NSSC) who reports an activity that he/she considers to be illegal, dishonest, and or of a Safeguarding nature to one or more of the parties specified in this Policy.
- B. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate senior management personnel are charged with these responsibilities.
- C. Examples of illegal or dishonest activities are violations of the law; billing for services not performed or for goods not delivered and other fraudulent financial reporting, breaches of trust, not ensuring the safety of others.
- D. If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact the club's welfare officer or follow the complaints procedure as stated on the website.
- E. Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.
- F. NSSC will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical or emotional harm.
- G. Any whistleblower who believes he/she is being retaliated against must contact the club's welfare officer or the commodore. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.
- H. All reports of illegal and dishonest activities will be promptly submitted to the Commodore or board member who will then delegate responsibility for investigating and coordinating the appropriate agreed procedures. Any questions regarding this policy should be answered by the club's welfare officer or the Commodore.

## **Purpose**

- I. This policy works in line with the NSSC's safeguarding policy and procedures - details of which can be found under the safeguarding tab on the website.

## **Scope**

- J. Everyone involved in activity carried out under the jurisdiction of the NSSC are covered by this policy.

## **Policy Statement**

- K. Officers and instructors are often the first to realise that a child's safety and welfare are under threat. However, they may not express their concerns because they feel

that speaking up would be too difficult to handle. It may also be that they fear harassment or victimisation.

- L. In these circumstances, it may be easier for them to ignore the concern rather than report what may just be a suspicion of poor practice. NSSC would urge anyone to come forward and voice those concerns.
- M. This policy details how individuals can raise a matter of concern using the club's procedures without fear of victimisation, subsequent discrimination or disadvantage. The policy is intended to encourage and enable individuals to raise serious concerns within NSSC rather than overlooking a problem.
- N. It is in the interest of all concerned that disclosure of potential abuse or irregularities are dealt with properly, proportionately, discreetly and in a timely manner.

### **Confidentiality**

- O. The NSSC will keep confidential the identity of a whistleblower. However, should any allegations be made through whistleblowing it should be noted that:
  - a. a statement may be needed to form part of the evidence.
  - b. Details could be passed to the police or social services for more serious allegations
- P. Should the whistleblower need to be identified or it becomes apparent that the whistleblower will be identified because of any subsequent investigation, notice will be given to the whistleblower by the NSSC Welfare Officer

### **Raising a Concern or Making an Allegation**

- Q. Anyone wishing to raise a concern should do so via
  - a. the 'Safeguarding' tab on the NSSC website.
  - b. The NSSC Welfare Officer's details found on posters throughout the club
- R. The concern needs to be as specific as possible including any names, dates and locations where possible.
- S. The burden of proof does not lie with the whistleblower.
- T. Should any concerns or allegations be made, NSSC would encourage the whistleblower to put their name to the allegation. Any concerns or allegations that are anonymous are much less powerful and are therefore much harder to prove. Should NSSC receive any anonymous allegations these, of course, will be investigated.
- U. If, after the course of an investigation, it has been found that the concerns or allegations are untrue or have not been substantiated then no action will be taken against the whistleblower.
- V. Any whistleblower who believes he/she is being retaliated against must contact the NSSC Welfare Officer immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.
- W. All investigations will be undertaken by the Welfare Officer or delegated to another suitably qualified person(s) by the Commodore.



