POLICY

Kingswood Sports CIO Whistleblowing Policy

Policy Number	KS-WB-01
Effective Date	September 2026
Review Date	September 2027
Approved by	Board of Trustees
Version	1.0

1. Purpose

This policy provides a framework for employees, volunteers, trustees, and other stakeholders of Kingswood Sports CIO to raise concerns about suspected wrongdoing or dangers in connection with the Charity's activities. It aims to promote a culture of openness and accountability, ensuring that whistleblowers can report concerns without fear of retaliation.

2. Scope

This policy applies to all trustees, employees, volunteers, contractors, and other stakeholders of Kingswood Sports CIO.

3. Definitions

Whistleblowing: Reporting suspected wrongdoing or dangers concerning the Charity's activities. This includes but is not limited to, criminal activity, failure to comply with legal obligations, miscarriages of justice, health and safety dangers, environmental damage, and concealment of any of the above.

Whistleblower: Any individual who raises a concern about suspected wrongdoing or dangers in connection with the Charity's activities.

4. Policy Statement

- Kingswood Sports CIO is committed to the highest openness, integrity, and accountability standards.
- The Charity encourages individuals to raise genuine concerns about suspected wrongdoing or dangers immediately.
- All concerns will be taken seriously, investigated thoroughly, and addressed appropriately.
- Whistleblowers will be protected from retaliation and victimisation.

5. Responsibilities

Board of Trustees:

- Ensure the implementation and review of this policy.
- Provide leadership and support for whistleblowing initiatives.
- Ensure concerns are investigated and addressed appropriately.

Whistleblowing Officer:

- Act as the main point of contact for whistleblowing concerns.
- Ensure concerns are investigated promptly and thoroughly.
- Maintain confidentiality and protect whistleblowers from retaliation.

Employees and Volunteers:

- Raise concerns about suspected wrongdoing or dangers concerning the Charity's activities.
- Co-operate with investigations and provide relevant information.

6. Procedures for Raising Concerns

Initial Concerns:

- Concerns should be raised with the Whistleblowing Officer.
- If the whistleblower feels unable to raise the matter with the Whistleblowing Officer, they may contact the Chair of the Board of Trustees.

Reporting Methods:

- Concerns can be raised verbally or in writing.
- Written concerns should include details of the suspected wrongdoing or danger, including dates, times, and supporting evidence.

Confidentiality:

- The Charity will keep the whistleblower's identity confidential unless required to disclose it by law.
- Whistleblowers are encouraged to identify themselves to aid the investigation, but anonymous reports will also be considered.

7. Investigating Concerns

Acknowledgement:

- The Whistleblowing Officer will acknowledge receipt of the concern within five working days.
- The whistleblower will be informed about the next steps and the expected timeframe for the investigation.

Investigation:

- The Whistleblowing Officer will conduct a thorough investigation, including reviewing documents, interviewing individuals, and consulting with external experts.
- The investigation will be conducted impartially and without bias.

Outcome:

- The Whistleblowing Officer will report the findings to the Board of Trustees.
- Appropriate action will be taken based on the investigation's findings.
- The whistleblower will be informed of the outcome, subject to confidentiality constraints.

8. Protection for Whistleblowers

Protection from Retaliation:

- Whistleblowers will be protected from retaliation, victimisation, or any other detriment resulting from raising a concern.
- Any individual who retaliates against a whistleblower will face disciplinary action.

Support:

- Whistleblowers will have access to support and advice throughout the process.
- The Charity will provide counselling and other support services as needed.

9. False Reporting

- Whistleblowers must act in good faith and have reasonable grounds for believing the information disclosed indicates wrongdoing or danger.
- Disciplinary action may be taken against individuals who make malicious or knowingly false reports.

10. Monitoring and Review

- The Whistleblowing Officer will monitor the implementation of this policy and report to the Board of Trustees.
- This policy will be reviewed annually to ensure its effectiveness and relevance.
- Feedback from trustees, employees, volunteers, and whistleblowers will be considered in the review process.

11. Contact Information

For any queries or assistance regarding this policy, please contact:

Whistleblowing Officer
Paul Richardson
Paul.Richardson@kingswoodsports.co.uk

Chair of Trustees:
Mike Corlyon
Mike.Corlyon@kingswoodsports.co.uk

Approved by:
Mike Corlyon
Chair of the Board of Trustees
Kingswood Sports CIO

This policy ensures that Kingswood Sports CIO provides a safe and confidential process for raising concerns about suspected wrongdoing or dangers, promoting a culture of openness and accountability.