



**COMMUNITY SPORTS
& EDUCATION
TRUST**

REGISTERED CHARITY NO: 1102239

Watford Football Club's Community Sports and Education Trust

Whistleblowing Policy

Whistleblowing Policy

We are committed to conducting our business with honesty and integrity and we expect all staff to maintain high standards.

This policy covers all employees, officers, consultants, contractors, volunteers, casual workers and agency workers. This policy does not form part of any employee's contract of employment and may be amended at any time.

What is Whistleblowing?

Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to our activities.

You may often be the first to know when a colleague is doing something illegal or improper. However, you may feel nervous about voicing your concerns. We take all forms of malpractice very seriously, whether it is committed by an Employee, a Supplier or a Contractor. We would encourage you to report any concerns you have about malpractice.

It is not feasible to list everything, but malpractice may include:

- Breaches of security, theft and fraud
- Failure to comply with legal obligations, e.g. Health and Safety
- Failure to follow Club confidentiality rules
- Harassment and bullying
- Behaviour which might damage the Club's reputation

How to Raise a Concern?

Should you wish to report any actions of this kind, we would suggest you contact your line manager. However, where you prefer not to raise it with your line manager for any reason, you should contact the Whistleblowing Officer (contact details below). We will then arrange a meeting with you as soon as possible to discuss your concern. You may bring a colleague or union representative to any meeting under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.

Confidentiality

We hope that you will feel able to voice concerns openly under this policy. Completely anonymous disclosures are difficult to investigate. If you reveal your identity to us, we will do everything possible to keep it secret if you so desire and only reveal it where necessary to

those involved in investigating your concern. In certain circumstances, for example if your report becomes the subject of a criminal investigation, you may be needed as a witness. Should this be the case, we will discuss the matter with you at the earliest opportunity.

External Disclosures

The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases, you should not find it necessary to alert anyone externally.

The law recognises that in some circumstances it may be appropriate for you to report your concerns to an external body such as a regulator. We strongly encourage you to seek advice before reporting a concern to anyone external. Protect operates a confidential helpline. Their contact details are at the end of this policy.

Protection and Support for Whistleblowers

We aim to encourage openness and will support whistle blowers who raise genuine concerns under this policy, even if they turn out to be mistaken.

Whistle blowers must not suffer any detrimental treatment because of raising a genuine concern. If you believe that you have suffered any such treatment, you should inform the Head of Skills and Safeguarding immediately. If the matter is not remedied you should raise it formally using our Grievance Procedure.

You must not threaten or retaliate against whistleblowers in any way. If you are involved in such conduct you may be subject to disciplinary action. In some cases, the whistle blower could have a right to sue you personally for compensation in an employment tribunal. However, if we conclude that a whistleblower has made false allegations maliciously or with a view to personal gain, the whistleblower may be subject to disciplinary action.

Equal Opportunities

The Watford FC Community Sports & Education Trust is committed to being a fair employer and involver of volunteers and a fair service provider. We want a workplace and volunteering environment where everybody has equality of opportunity and we want equality of treatment for those we provide services and support to, or otherwise encounter.

Promoting equality and diversity is an essential part of our mission and values and key to our effectiveness.

Our diversity vision is that we should 'act inclusively, upholding equality law, treating everyone fairly and seeking to provide a culture which delivers the best outcomes for the diverse society in which we operate'

Our Equality and Inclusion policy aims to promote equality and diversity, ensuring that delivery of our objectives and the demonstration of expected behaviour is the responsibility of all staff, trustees and volunteers within the Trust.

Public Concern at Work operates a confidential helpline. Their contact details are at the end of this policy.

Whistleblowing Officer	Rob Clarke 01923 496256 rob.clarke@watfordfc.com
Protect (Independent whistleblowing charity)	Helpline: (020) 7404 6609 E-mail: whistle@pcaw.co.uk Website: www.pcaw.co.uk

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