



just play **sports**

Whistleblowing Policy

Purpose

Just Play Sports LTD is committed to the highest standards of openness, probity, and accountability. This policy enables staff to raise concerns about malpractice, wrongdoing, or risks within the organisation, including those affecting the safety and welfare of children, without fear of reprisal.

Scope

This policy applies to all employees, volunteers, and contractors. Concerns covered include, but are not limited to:

- Financial malpractice or fraud
- Failure to comply with legal obligations
- Risks to health and safety or the environment
- Criminal activity
- Improper conduct, unethical behaviour, or breaches of safeguarding standards

Exclusions:

- Matters already addressed under other policies, such as discrimination, harassment, or individual employment disputes, which should be handled via the Staff Grievance Policy.
- Allegations relating to child protection will follow procedures in the Safeguarding Children Policy.

Raising a Concern

1. How to raise concerns

Staff should ideally put concerns in writing, including:

- Background and context

- Names, dates, and places where possible
- Reasons for the concern

2. Internal reporting – Online Incident Form

The preferred method for raising concerns internally is via the **online incident form**, which can be accessed through a link provided by the Club Manager, Jack Dillon, or the Assistant Manager, Jake Meade. Staff completing the form should include all relevant details and any supporting evidence.

If staff are unable to use the online form, concerns may also be raised directly with Jack Dillon or Jake Meade in person or in writing.

3. External reporting

If internal reporting via the online form is not appropriate or does not resolve the concern, staff may contact:

- **OFSTED** – for concerns regarding the safe and effective running of the club
- **Local Authority Designated Officer (LADO) or Local Safeguarding Children Board (LSCB)** – for child protection issues not already addressed in the Safeguarding Children Policy
- **Police** – if a crime is suspected
- **Protect (formerly Public Concern at Work)** – for independent advice (<https://protect-advice.org.uk>)

Responding to a Concern

- Initial enquiries will usually involve a meeting with the whistleblower to determine whether an investigation is warranted and the scope of the investigation.
- If the concern falls under another policy, it will be addressed accordingly.
- Investigations will be thorough, impartial, and documented.
- A written response will be provided within **10 working days**, or a date will be given for the expected final response.
- The response will include investigation findings, conclusions, and next steps if the whistleblower is dissatisfied.

Rights and Responsibilities of the Whistleblower

- All concerns will be treated **confidentially**, and the identity of the whistleblower will not be disclosed without consent, except where legally required.

- Staff raising concerns **in good faith** will not face disciplinary action even if the investigation does not substantiate the concern.
- **Malicious or knowingly false allegations** may result in disciplinary action.
- Staff may be required to act as a witness during investigations.

Contact Information

- **LADO (Local Authority Designated Officer):** 0118 974 6141
- **LSCB (Local Safeguarding Children Board):** 0118 908 8002
- **OFSTED:** 0300 123 1231
- **Protect (Whistleblowing Charity):** 020 3117 2520 | <https://protect-advice.org.uk>

Related Policies

- Staff Grievance Policy
- Safeguarding Children Policy

Policy Written: 28th November 2025

Reviewed: 28th November 2026

Name: Jack Dillon

Position: Director

Signed: *Jack Dillon*