



**NORTH STAFFS**



**CLUB LTD**

# North Staffs Ski Club Whistle Blowing Policy

2024

---

# NORTH STAFFS SKI CLUB WHISTLE BLOWING POLICY

This document is based on guidance from Snowsport England

Click on the headings within the following “Contents” to be taken to the relevant section...

## CONTENTS

|   |   |
|---|---|
| Aims.....   | 1 |
| Legislation.....  | 1 |
| Definition of whistle-blowing .....                             | 2 |
| Procedure for members to raise a whistle-blowing concern .....  | 2 |
| When to raise a concern.....                                    | 2 |
| Who to report to .....  | 2 |
| How to raise the concern .....                                  | 2 |
| NSSC procedure for responding to a whistle-blowing concern..... | 2 |
| Investigating the concern .....                                 | 2 |
| Outcome of the investigation.....                               | 3 |
| Malicious or vexatious allegations .....                        | 3 |
| Escalating concerns beyond NSSC.....                            | 3 |

---

## AIMS

This policy aims to:

- Encourage individuals affected to report suspected wrongdoing as soon as possible in the knowledge that their concerns will be taken seriously and investigated, and that their confidentiality will be respected
- Let all NSSC members know how to raise concerns about potential wrongdoing
- Set clear procedures for how NSSC will respond to such concerns
- Let all members know the protection available to them if they raise a whistle-blowing concern
- Assure members that they will not be victimised for raising a legitimate concern through the steps set out in the policy, even if they turn out to be mistaken (though vexatious or malicious concerns may be considered a disciplinary issue)

## LEGISLATION

The requirement to have clear whistle-blowing procedures in place.

This policy has been written in line with the guidance from Snowsport England as well as [government guidance on whistle-blowing](#). We also take into account the [Public Interest Disclosure Act 1998](#).

## DEFINITION OF WHISTLE-BLOWING

Whistle-blowing covers concerns made that report wrongdoing that is “in the public interest”. Examples of whistle-blowing include (but are not limited to):

- Criminal offences, such as fraud or corruption
- members health and safety being put in danger
- Failure to comply with a legal obligation or statutory requirement
- Breaches of financial management procedures
- Attempts to cover up the above, or any other wrongdoing in the public interest
- Damage to the environment

A whistle-blower is a person who raises a genuine concern relating to the above.

Not all concerns about the NSSC count as whistle-blowing. For example, personal grievances such as bullying or harassment do not usually count as whistle-blowing. If something affects a member as an individual or relates to an individual this is likely a grievance.

## PROCEDURE FOR MEMBERS TO RAISE A WHISTLE-BLOWING CONCERN

### WHEN TO RAISE A CONCERN

Members should consider the examples in section 3 when deciding whether their concern is of a whistle-blowing nature. Consider whether the incident(s) was illegal, breached statutory or NSSC procedures, put people in danger or was an attempt to cover any such activity up.

### WHO TO REPORT TO

Members should report their concern to the Chair or Vice Chair. If the concern is about the Chair or Vice Chair, or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to any other committee member.

### HOW TO RAISE THE CONCERN

Concerns should be made in writing wherever possible. They should include names of those committing wrongdoing, dates, places and as much evidence and context as possible. Members raising a concern should also include details of any personal interest in the matter.

## NSSC PROCEDURE FOR RESPONDING TO A WHISTLE-BLOWING CONCERN

### INVESTIGATING THE CONCERN

When a concern is received by the Chair/Vice Chair or other Committee member - referred to from here as the ‘recipient’ - they will:

- Meet with the person raising the concern within a reasonable time.
- Get as much detail as possible about the concern at this meeting and record the information. If it becomes apparent the concern is not of a whistle-blowing nature, the recipient should handle the concern in line with the appropriate policy/procedure
- Reiterate, at this meeting, that they are protected from any unfair treatment or risk of dismissal as a result of raising the concern. If the concern is found to be malicious or vexatious, disciplinary action may be taken (see section 6 of this policy)

- Establish whether there is sufficient cause for concern to warrant further investigation. If there is:
- The recipient should then arrange a further investigation into the matter if appropriate. In some cases, they may need to bring in Snowsport England to help investigate. In other cases, they may need to report the matter to the police
- The person who raised the concern should be informed of how the matter is being investigated and an estimated timeframe for when they will be informed of the next steps

## OUTCOME OF THE INVESTIGATION

Once the investigation – whether this was just the initial investigation of the concern, or whether further investigation was needed – is complete, the investigating person(s) will prepare a report detailing the findings and confirming whether or not any wrongdoing has occurred. The report will include any recommendations and details on how the matter can be rectified, and whether or not a referral is required to an external organisation, such as the local authority or police.

They will inform the person who raised the concern of the outcome of the investigation, though certain details may need to be restricted due to confidentiality.

Beyond the immediate actions the committee if necessary, will review the relevant policies and procedures to prevent future occurrences of the same wrongdoing.

Whilst we cannot always guarantee the outcome sought, we will try to deal with concerns fairly and in an appropriate way.

## MALICIOUS OR VEXATIOUS ALLEGATIONS

Members are encouraged to raise concerns when they believe there to potentially be an issue. If an allegation is made in good faith, but the investigation finds no wrongdoing, there will be no disciplinary action against the member of staff who raised the concern.

If, however, an allegation is shown to be deliberately invented or malicious, the trust will consider whether any disciplinary action is appropriate against the person making the allegation.

## ESCALATING CONCERNS BEYOND NSSC

NSSC encourages members to raise their concerns internally, but recognises that members may feel the need to report concerns to an external body