

# WEST RIDING COUNTY FOOTBALL ASSOCIATION

## WHISTLEBLOWING POLICY

---

### Policy Statement

Whistleblowing is an important aspect of safeguarding where staff and volunteers are encouraged to share genuine concerns about an individual or organisations behaviour. The behaviour may not be child abuse but they may not be following WRCFA code of conduct or could be pushing the boundaries beyond normal limits.

Whistleblowing is very different from a complaint or a grievance. The term whistleblowing generally applies when you are acting as a witness to misconduct that you have seen and that threatens other people or children.

The concern may relate to something that is happening now, has happened in the past or that you think could happen in the future.

It is WRCFA's intention that all staff and participants of the game feel confident about coming forward and reporting any issues/concerns that they may have regarding the areas below, whilst remaining protected from any subsequent discrimination.

### Aim

- Ensure our staff understand their responsibilities and feel confident in raising and reporting a serious concern at the earliest opportunity
- Provide avenues for staff to raise their concerns and receive feedback on any action taken
- Ensure that staff receive a response to their concerns and that they are aware of how to pursue them if they are not satisfied
- Reassure staff that they will be protected from possible reprisals or victimisation if they have made any disclosures in good faith

Any concerns can be reported without this leading to any harassment or victimisation, and every effort will be made to keep both the concern and the whistle-blower's identity confidential.

### What **must** be reported?

- Any breach in the behaviour of management, staff, volunteer or associated paid professional
- Discrimination of any kind
- Concerns that could impact on the health and safety of the children or adults
- The inappropriate treatment or care of a child
- In appropriate use of WRCFA assets
- Decision making for personal gain
- Abuse of position
- Deceit
- Tampering with documents

### Methods of reporting

- A concern **must** initially be raised by any individual to West Riding FA CEO (Hannah Simpson). In the event that the concern is about the West Riding FA CEO, then the complaint would be raised with Barry Chaplin (Chair)
- Discuss the nature of the concern together with the background, history of the concerns and provide relevant dates of incidents
- There is no expectation that whistle-blower's prove beyond doubt the truth of their suspicion, however they will need to demonstrate that they are acting in good faith and there are reasonable grounds for their concern
- All individuals will be treated fairly

## Concerns will be dealt with in the following way:

- Initial enquiries will be made to decide whether an investigation is appropriate and if so what form it should take
- The incident will be investigated by West Riding FA CEO (Hannah Simpson) or Barry Chaplin (Chair)

### **Hannah Simpson (CEO)**

West Riding County FA

Fleet Lane

LS268NX

Email: [Hannah.simpson@westridingfa.com](mailto:Hannah.simpson@westridingfa.com)

Tel: 0113 2821222

### **Barry Chaplin**

C/O West Riding County FA

Fleet Lane

LS268NX

Email: [barrycasfa@aol.com](mailto:barrycasfa@aol.com)

Tel: 07980957287

- If appropriate it will be referred and put through established Safeguarding procedures and may form the subject of an independent inquiry
- Within ten working days of the concern being raised, the whistle-blower will receive in writing:
- Acknowledgement that the concern has been received, and an indication as to how the setting will proceed to deal with the matter
- Supply the whistle-blower with information on support mechanisms
- Inform the individual concerned as to whether any further investigation will take place and if not, why not.

It may be necessary to interview the whistle-blower to ensure that their disclosure is fully understood. Any meeting can be arranged away from the workplace, if so wished, and a representative or a friend may accompany the whistle-blower/individual for support.

If there are any difficulties experienced as a result of raising a concern, support will be offered.

The whistle-blower will be kept informed of the progress and outcome of any investigation to assure that any disclosure has been properly addressed unless legal reasons determine otherwise.

Confidentiality- will be maintained and every effort will be made not to reveal the whistle-blowers identity if they so wish. If however an individual makes an allegation frivolously, maliciously or for personal gain, appropriate action that could include disciplinary action may be taken.

The public Interest Disclosure Act 1998 seeks to protect employees and individuals from discrimination as a result of “blowing the whistle” on their organisation, or individuals within it, through amendments to employment law.

If you are not satisfied with the outcome of the investigation, you may elevate your concerns directly to:

John Byrne

Email: [jaydeebie@sky.com](mailto:jaydeebie@sky.com)

---

# Whistleblowing Process

