

JudoScotland

Key Policy Document: Whistleblowing

Policy Adopted: 31st January 2023



JudoScotland

Introduction

1. JudoScotland has created this Whistleblowing Policy (herein referred to as this 'Policy') to provide a framework and process to support persons to raise and report any suspected wrongdoing or dangers affecting JS activities.

Our Promise

2. JudoScotland is committed to conducting itself with honesty and integrity. Any suspected wrongdoing should be reported as soon as possible.

Scope

3. The aim of this policy is to provide guidance for any person who is an employee or member, or who is operating in the capacity of a member of JudoScotland, including: judoka, coaches, referees, technical officials, volunteers, supporters, helpers, club members and board members, entrants to events authorised or organised by JudoScotland, and individuals contracted to who or whose services are engaged to deliver programmes and courses on behalf of JudoScotland (herein referred to as 'Persons').

What is whistleblowing?

4. Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to our activities. This includes:
 - Criminal activity
 - Miscarriages of justice
 - Failure to comply with legal obligations or regulatory requirements
 - Danger to health and safety
 - Damage to the environment
 - Bribery, fraud or tax evasion
 - Safeguarding concerns
 - Breaching a JudoScotland code of conduct
 - The deliberate concealment of any of the above
5. A **whistle-blower** is a person who raises genuine concern relating to any of the above. If you have any genuine concerns related to suspected wrongdoing or danger affecting any of our activities (a whistleblowing concern) you should report it under this policy.
6. This policy should **not** be used for general complaints. In those cases, you should follow the Complaints Guidance as outlined on JS website.
7. If you are uncertain whether something is within the scope of this policy you should seek advice from the Chief Executive, whose contact details are at the end of this policy. In the event your concern relates to the Chief Executive, please contact the Chair of the Board.

How to raise a concern

8. We hope that in many cases you will be able to raise any concerns with a relevant member of JS staff. However, where you prefer not to raise it with the relevant staff member for any reason (*for example, due to the seriousness of the concern, or if you feel the staff member has not addressed your concerns*) you should contact the Chief Executive, or a member of the JudoScotland Board

of Directors. Contact details are at the end of this policy. In the event your concern relates to the Chief Executive, please contact the Chair of the Board.

9. We will arrange a meeting with you as soon as possible to discuss your concern. You may bring another person with you to any meetings under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.

Confidentiality

10. We hope that persons will feel able to voice whistleblowing concerns openly under this policy. Completely anonymous disclosures are difficult to investigate. If you want to raise your concern confidentially, we will make every effort to keep your identity secret and only reveal it where necessary to those involved in investigating your concern.

Investigation and outcome

11. Once you have raised a concern we will carry out an initial assessment to determine the scope of any investigation. We will inform you of the outcome of our assessment, insofar as we are able. You may be required to attend additional meetings in order to provide further information.
12. In some cases, we may appoint an investigator or a team of investigators with relevant experience or skills, or knowledge of the subject matter. The investigator(s) may make recommendations for change to enable us to minimise the risk of future wrongdoing.
13. We will aim to keep you informed of the progress of the investigation and its likely timescales, insofar as we are able. However, sometimes the need for confidentiality may prevent us giving you specific details of the investigation or any disciplinary action taken as a result. You should treat any information about the investigation as confidential.

External disclosures

14. The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing within the organisation. In most cases you should not find it necessary to alert anyone externally.
15. 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 to the organisation to ensure any external disclosure meets the criteria for retaining whistleblowing protection. **PROTECT** operates a confidential helpline. Their contact details are at the end of this policy.

Protection and support for whistle-blowers

16. 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.
17. Whistle-blowers must not suffer any detrimental treatment as a result of raising a genuine concern. If you believe that you have suffered any such treatment, you should inform the Chief Executive or a member of the JudoScotland Board of Directors. In the event your concern relates to the Chief Executive, please contact the Chair of the Board.
18. You must not threaten or retaliate against whistle-blowers in any way. If you are involved in such conduct you may be subject to disciplinary action.
19. However, if we conclude that a whistle-blower has made false allegations maliciously or with a view to personal gain, the whistle-blower may be subject to disciplinary action.
20. **PROTECT** operates a confidential helpline. Their contact details are at the end of this policy.

Contacts

Chief Executive	Judith McCleary 07563 390 305 judithmccleary@judoscotland.com
Board of Directors	Board Structure JudoScotland - Scotlands Governing body for Judo

PROTECT (Independent whistleblowing charity)	Helpline: (020) 3117 2520 E-mail: whistle@protect-advice.org.uk Website: www.protect-advice.org.uk
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Leadership Team Adopted	
Corporate Working Group Adopted	
Board Adopted	31 st January 2023
Updated	