

**Policy Ref:**  
**# HR03**



# Public Interest Disclosure (Whistleblowing) Policy

Date Approved	April 2024
Approved By	SMT
Review Date	April 2026

Policy Update Record (Version Control)		
Date	Author	Change(s)
02/04/2024	Rachel Martin	Policy approved in March 2022; reformatted & sent to JK.
09/04/2024	FGAR	Policy approved.
02/12/2024	Rachel Martin	Chair of Board details amended – page 4

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## Introduction

The term whistleblowing is generally used only with reference to workers and has a specific legal definition under the Public Interest Disclosure Act 1998, i.e., a disclosure of information which, in the reasonable belief of the worker, is made in the public interest and tends to show serious misconduct. SASP recognises that as a public body, it might receive a disclosure of information, not just from its workers, but from members of the public as well.

SASP constantly strives to safeguard and act in the interest of the public and its employees. It is important to us that any fraud, misconduct or wrongdoing that may result in harm, by employees, workers, volunteers, partners, board members and other agents, is reported and properly addressed.

This policy applies to all employees, workers, volunteers, partners, board members and other agents of SASP who are encouraged to raise concerns in a responsible manner.

We prefer that a concern is raised and dealt with properly, rather than kept quiet.

## Your responsibilities

You are encouraged to bring to the attention of SASP any practice or action of SASP, its employees or other agents that you reasonably believe is against the public interest, in that the practice or action involves:

- Criminal offences, for example, fraud, theft, physical or sexual abuse.
- Failure to comply with an obligation set out in law e.g. Does not have the right insurance
- Miscarriages of justice.
- Abuse or bullying of children/vulnerable people, evasion of statutory responsibilities.
- Unauthorised use of public funds or other assets.
- Abuse of power for financial or other gain.
- Endangering of someone's health and safety (employee or member of the public).
- Damage to the environment.
- Other causes of malpractice, negligent, unprofessional or unethical behaviour.
- Covering up wrongdoing in the above categories.

Please note that this is not a comprehensive list but is intended to illustrate the range of issues which might be raised under this policy.

This policy should not be used for complaints relating to your own personal circumstances, such as the way you have been treated at work e.g. bullying, harassment, discrimination, which should be raised under SASP's Staff Grievance Procedure.

Any individual raising legitimate concerns under this policy will not be subject to any detriment, either during or after employment. SASP will also endeavour to ensure that the individual is protected from any intimidation, victimisation or harassment by any other parties. Anyone who does so may be subject to disciplinary action up to and including dismissal for gross misconduct.

You may make an anonymous disclosure; however, the investigation may be more limited if the details cannot be discussed with you. You must inform SASP straight away if you do not want your identity to be known to anyone other than the person you make the disclosure to.

Your concern can be raised at any time about an incident that happened in the past, happening now, or you believe will happen in the near future.

## Procedure

In the first instance, you should raise any concerns you have with your line manager. If you believe your manager to be involved, or if, for any reason, you do not wish to approach your line manager, then you should raise it with a more senior person in SASP.

You must be able to support your concerns, rather than making allegations for which you have no evidence.

You may bring a colleague with you to the initial meeting, who must respect the confidentiality of your disclosure and details of any subsequent investigation undertaken by us.

Any matter raised under this policy will be investigated promptly, thoroughly, and confidentially.

The outcome of the investigation, as well as any necessary remedial action to be taken, will be confirmed to you. If no action is to be taken, the reason for this will be explained to you.

Detail will not be provided where the confidence of other persons involved is compromised.

## Escalating your concern

If you are dissatisfied with this response, you should raise your concerns in writing directly with a more senior person in SASP.

For concerns raised to Board, the contact is:

Chair – Rupert Cox [emailrupertcox@gmail.com](mailto:emailrupertcox@gmail.com)

If, after escalating your concerns, you believe that the appropriate remedial action has not been taken, you should then report the matter to the proper authority or regulator e.g. HMRC, FCA, HSE, ICO, the Environment Agency.

For concerns raised to Sport England, the contact is:

Strategic Lead, Active Partnerships: Ed Sandham [ed.sandham@sportengland.org](mailto:ed.sandham@sportengland.org)

If you are unsure as to the appropriate authority, advice can be sought from Protect which is an independent Whistleblowing Charity, or ACAS.

ACAS <https://www.acas.org.uk/archive/whistleblowing>

Protect <https://protect-advice.org.uk/>

If you raise a false allegation and you are found to be culpable, or in any way involved in the wrongdoing, or if you raise a concern maliciously or in a manner not prescribed in this policy, then you may be subject to disciplinary action up to and including dismissal without notice for gross misconduct.

You should not disclose to a non-relevant third party any details of any concern raised in accordance with this policy, and you must not, in any circumstances, publicise your concerns in any way.