



## Jennings Gym Whistleblowing Policy & Procedure

***'Jennings Gym is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'***

Policy Owner	Head Coach
Authoriser	Club Secretary
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### **Introduction**

Jennings Gym is committed to maintaining the highest standards of integrity and ethical behaviour. We encourage all employees, students, parents, and other stakeholders to raise any concerns they may have about the conduct of the organisation's operations, financial reporting, compliance with laws and regulations, or any other issues that may affect Jennings Gym's reputation.

This policy sets out the procedure for raising concerns and the protections afforded to whistleblowers.

### **Definition:**

A whistleblower is any person who discloses information relating to any malpractice, impropriety, or wrongdoing in the organisation. Whistleblowing may include concerns regarding fraud, corruption, theft, serious breaches of health and safety, abuse of authority, unethical conduct, and any other issue that may adversely affect Jennings Gym.

### **Reporting concerns:**

If you have a concern, you can raise it in confidence and without fear of retaliation. The organisation encourages you to raise any concerns initially with your supervisor or manager.

If you are not comfortable raising the concern with your supervisor or manager, you may contact the Director. If you prefer, you may also raise your concern to the designated whistleblowing officer who will investigate the matter and ensure that the proper procedures are followed.

### **Whistleblowing procedure:**

Step 1: Raise your concern with your supervisor or manager. If you are not comfortable raising your concern with your supervisor or manager, move on to Step 2.

Step 2: Director or the designated whistleblowing officer (DSL). You may raise your concern in person, by phone, or in writing.

Step 3: The designated whistleblowing officer will investigate your concern and determine the appropriate course of action. Jennings Gym will keep you informed of the progress of the investigation as far as possible.

Step 4: If the designated whistleblowing officer finds that your concern is justified, The 0161 Project Ltd will take appropriate action, which may include disciplinary action against the individual(s) concerned. The 0161 Project Ltd will also take steps to prevent similar incidents from occurring in the future.

### **Confidentiality:**

Jennings Gym will treat all whistleblowing concerns with the utmost confidentiality. However, it may be necessary to disclose the identity of the whistleblower to carry out a thorough investigation or comply with legal obligations. In such cases, Jennings Gym will seek the whistleblower's consent before disclosing their identity.

**Protection:**

Jennings Gym will protect whistleblowers from any retaliation, discrimination, or victimization as a result of raising a concern. If you believe that you have suffered any retaliation or victimization as a result of raising a concern, you should report this to the designated whistleblowing officer immediately.

**False allegations:**

Jennings Gym takes false allegations very seriously. Any person who knowingly makes false allegations may be subject to disciplinary action.

**Review:**

This policy will be reviewed periodically to ensure that it remains relevant and effective. Any changes to the policy will be communicated to all stakeholders.

Note: The whistleblowing policy and procedure should be communicated to all employees, students, parents, and other stakeholders.