

HSFC WHISTLEBLOWING POLICY

1. Purpose

HSFC is committed to the highest standards of openness, honesty, and accountability. This policy aims to provide a clear framework for anyone involved with the Club to raise genuine concerns about wrongdoing, misconduct, or unethical behaviour, without fear of reprisal.

2. Scope

This policy applies to:

- Employees, coaches, contractors, and volunteers
- Club officers and Board members
- Members and parents/guardians

It covers concerns such as:

- Fraud, theft, or financial mismanagement
- Breach of health and safety obligations
- Bullying, harassment, or abuse
- Discrimination or safeguarding failures
- Criminal activity or serious policy breaches
- Covering up wrongdoing

This policy **does not** cover personal employment grievances (which should follow the grievance procedure).

3. Raising a Concern

About a child or adult at risk

If a child or an adult at risk is in immediate danger or risk of harm, the police should be contacted by calling 999.

Where a child or an adult at risk is not in immediate danger, any concerns about their well-being should be made without delay to the Club Welfare Officer, or in his absence, the Board Chair.

If, however, the whistleblower does not feel comfortable raising a concern internally, or believes the concern has not been dealt with appropriately, the whistleblower should contact the North Yorkshire Council whistleblowing hotline 0800 9179247 and / or the NSPCC Whistleblowing advice line on 08000280285 or by emailing help@nspcc.org.uk.

About Fraud, Theft, financial mismanagement or serious policy breaches

Report such concerns to the Club Secretary or Board Chair.

Concerns can be raised verbally or in writing. You should provide as much detail as possible. Concerns can be raised anonymously, but providing your name may help with the investigation and feedback.

A concern can also be raised by sending an email to HSFCWhistleblowing@outlook.com. (Monitored only by the Chair / Secretary / Welfare Officer)

4. How the Club Will Respond

- The concern will be **acknowledged within 7 days**.
- The matter will be **reviewed and, if appropriate, investigated** confidentially.

- A summary of findings or actions will be shared (where possible) with the whistleblower.
- The Club will **protect the whistleblower from any form of retaliation** or victimisation.
- Malicious or knowingly false allegations may result in disciplinary action.

5. Confidentiality

All whistleblowing reports will be handled as confidentially as possible. Information will only be shared where strictly necessary to investigate or take appropriate action.

6. Protection from Retaliation

No one who raises a genuine concern in good faith will suffer any detriment, even if the concern proves unfounded. Retaliation will be treated as a serious disciplinary offence.

7. Review of Policy

This policy will be reviewed annually by the Club Board to ensure it remains effective and compliant with best practice.

Approved by the Club Board: [Date]

Next Review Date: [Date]