# WHISTLEBLOWING POLICY

Reviewed May 2026

**THIS POLICY AIMS TO:**

• Encourage staff to report any suspected wrongdoing as soon as possible. Staff should know that their concerns will be taken seriously and investigated and that their confidentiality will be respected

• Let all staff know how to raise concerns about potential wrongdoing

• Set clear procedures for how Elite Sports Academy Staff will respond to such concerns

• Assure that if staff members make a report that they will not be victimised for raising a legitimate concern, even if they turn out to be mistaken

• Malicious concerns may be considered a disciplinary issue

**DEFINITION OF WHISTLEBLOWING**

Whistleblowing is the act of exposing information or activities within an organisation that are deemed illegal, unethical, or not in the public interest. Examples could be criminal offence, pupils or staffs' health and safety being put in danger or failure to comply with a legal obligation or statutory requirement.

A whistleblower is a person who raises a genuine concern.

**LADO**

The role of the LADO is to manage and oversee allegations against people who work with children. LADO's are not responsible for undertaking investigations; investigations are

completed by Police or, if criminal threshold has not been met, by the employer / agency. Any allegation made against a member of staff should first be discussed with LADO within 24 hours by Elite Sport Academy Limited DSL's.

The below link is method of contact with the Local Authority Designated Officer (LADO). This is the only way to contact LADO directly.
Report a safeguarding concern – Safeguarding reporting for the public - Lincolnshire County Council
Rutland County Council – Local Authority Designated Officer (LADO)

The LADO will advise whether the matter should be managed internally by the employer (e.g., HR processes) or if it requires further LADO oversight.
The LADO will contact you via telephone call or email to discuss the evidence and information available. The LADO will recommend next steps, and this may include recommending you complete an investigation if further information is required.

**Referral**

A referral is required when there is an allegation that a child has been harmed or is at risk of harm from an adult who works with children including volunteers and agency staff. The LADO takes the lead in coordinating with police or social care to oversee this investigation.
The LADO will contact you via a telephone call or email to discuss next steps.

**HOW TO RAISE YOUR CONCERN**

Concerns should be made in writing and to the Director. They should include names of those allegedly committing wrongdoing, dates, places and as much evidence and context as possible.
Staff raising a concern should also include details of any personal interest in the matter. Staff should consider whether the incident was illegal, breached statutory procedures, or has put people in danger.
A meeting will be held within seven working days, where concerns that were made in writing

will be discussed in more detail. If it becomes apparent the concern is not of a whistleblowing nature, the Director will resolve the situation as they see fit. The Director should reiterate at this meeting, that the whistleblower is protected from any unfair treatment or risk of dismissal as a result of raising the concern.

However, if the concern is found to be malicious or vexatious, disciplinary action may be taken.

The Director will establish whether there is sufficient cause for concern to warrant further investigation. If a further investigation is needed, they may need to report the matter to the police.

The person who raised the concern should be informed of how the matter is being investigated and an estimated time frame for when they will be informed of the next steps.

**OUTCOME OF THE INVESTIGATION**

Once the investigation is complete, the Director will prepare a report detailing the findings and confirming if it needs to be passed to the Police, LADO and/or any other external agency.

The Director will inform the person who raised the concern of the outcome of the investigation, though certain details may need to be restricted due to confidentiality.

If necessary, the Director will review the relevant policies and procedures to prevent future occurrences of the same wrongdoing. We will try to deal with concerns fairly and in an appropriate way. The identity of any person raising concerns will be kept confidential unless they are happy to consent to be identified or unless there are grounds to believe the person raising concerns has acted maliciously.

**MALICIOUS ALLEGATIONS**

Staff are encouraged to raise concerns when they believe there to potentially be an issue.

If an allegation is made in good faith, but the investigation finds no wrongdoing, there will be no disciplinary action against the member of staff who raised the concern. If, however, an allegation is shown to be deliberately invented or malicious, the Director will consider whether any disciplinary action is appropriate against the person making the allegation.

**Staff advice**

If you have any concerns with a DSL member please contact back up DSL. DSL are Andrew, Joe & Daniel.

Where staff member feels unable to raise an issue with their employer, or feels that their genuine concerns are not being addressed, they should use the other channels open to them;

• NSPCC whistleblowing advice line is available. Staff can call 0800 0280285 8am-8pm Monday to Friday and 9am to 6pm at weekends. The ail address is, help@nspcc.org.uk.

• Ofsted provides guidance on how to make complaints about a provider, www. complaintsprocedure-ofsted-GOV.UK