



B.W.F.

BRITISH WADO FEDERATION

Whistleblowing Policy

CHAIRMAN

PAUL ELLIOTT 8TH DAN KYOSHI

LEAD DESIGNATED SAFEGUARDING WELFARE OFFICER

ELIZABETH RAYMAN

BRITISH WADO FEDERATION IS AFFILIATED TO



INTERNATIONAL WADO FEDERATION

BRITISH WADO FEDERATION



Whistleblowing Policy

Purpose:

The purpose of this Whistleblowing Policy is to provide clear guidance for reporting concerns about illegal, unethical, or unsafe activities within BWF. It aims to create a safe environment where individuals can report concerns in confidence, without fear of retaliation.

Scope:

This policy applies to all members, instructors, staff, volunteers, and affiliates of the BWF.

1. Policy Statement

The BWF is committed to operating with integrity and transparency. We encourage members, staff, and volunteers to report any behaviour or practices that may be illegal, unethical, or harmful to individuals or the club. Concerns will be treated seriously, investigated thoroughly, and handled in a confidential and fair manner.

2. What is Whistleblowing?

Whistleblowing is the act of reporting concerns about misconduct, illegal practices, or behaviours that risk the safety or well-being of individuals within the club. It includes reporting any activity that:

- Is illegal or unlawful
 - Compromises health or safety
 - Involves abuse or neglect of any individual, particularly vulnerable individuals
 - Violates club policies or codes of conduct
 - Is financially fraudulent or dishonest
 - Damages the environment
-

3. Protection for Whistleblowers

The BWF assures protection for individuals who, in good faith, report concerns:

- **Confidentiality:** Wherever possible, the identity of the whistleblower will be kept confidential.
 - **Protection from Retaliation:** The club prohibits any form of retaliation, harassment, or adverse treatment of individuals who report concerns. Retaliation will be treated as a serious disciplinary issue.
-



4. Reporting Concerns

1. Informal Reporting:

In cases where the concern is minor or where the individual feels comfortable, they may choose to raise the issue directly with the person involved or their supervisor. However, if the whistleblower feels that informal resolution is not suitable or effective, they should follow the formal reporting procedure.

2. Formal Reporting:

- Concerns should be reported to the **Designated Whistleblowing Officer** in writing, detailing the nature of the issue, individuals involved, and any evidence supporting the claim.
- The whistleblower may also request an in-person or phone conversation to discuss the concern confidentially.

3. Anonymous Reporting:

The accepts anonymous reports, although this may limit the investigation's effectiveness. Whistleblowers are encouraged to identify themselves to allow a thorough investigation.

5. Designated Whistleblowing Officer

The **Designated Whistleblowing Officer** is responsible for receiving, investigating, and addressing whistleblowing reports. This individual is trained to handle sensitive information and will act impartially and objectively.

Contact Information for the Whistleblowing Officer:

- Name: **ELIZABETH RAYMAN**
- Phone: 07359 316085
- Email: blewfield@outlook.com



6. Investigation Procedure

1. **Acknowledgment:**

Upon receiving a report, the Whistleblowing Officer will acknowledge receipt within five working days and assure the whistleblower of confidentiality.

2. **Initial Review:**

The Whistleblowing Officer will conduct an initial review of the concern to determine whether it warrants a full investigation. This may involve gathering preliminary information or speaking with involved parties.

3. **Investigation:**

- The Whistleblowing Officer, or a designated investigation team, will carry out a thorough investigation. This may involve interviewing witnesses, reviewing documents, and gathering any necessary evidence.
- The investigation will aim to conclude within 30 days, though complex issues may require additional time.

4. **Outcome:**

- The whistleblower will be informed of the outcome, including any actions taken to resolve the issue.
- Actions may range from training and corrective measures to disciplinary action, depending on the nature of the concern.

5. **Escalation:**

If the whistleblower is unsatisfied with the response or if they believe the concern has not been adequately addressed, they may raise the issue with the Club Committee or an external authority (e.g., local safeguarding board or regulatory body).

7. Confidentiality and Data Protection

All reports and investigations will be handled with the strictest confidentiality. Information about the report will be shared only on a need-to-know basis with those involved in the investigation and resolution. All records will be stored securely in line with data protection regulations.

8. False Reporting

While BWF encourages whistleblowing in good faith, malicious or knowingly false reports are strictly prohibited. False reporting can damage reputations and trust within the club and may result in disciplinary action.



9. Support for Whistleblowers

The BWF is committed to supporting individuals who report concerns. The club may offer counselling or external advice services as necessary. Additionally, whistleblowers are encouraged to reach out to the Whistleblowing Officer for support during the investigation process.

10. Policy Review

This Whistleblowing Policy will be reviewed annually by the Management Committee to ensure it reflects current best practices and legal requirements. Updates will be communicated to all members, staff, and volunteers.

This Whistleblowing Policy offers a clear and safe mechanism for addressing concerns within your karate club, supporting transparency and accountability.