



Caerphilly Tennis Club

Whistleblowing Policy

Created: 11th December 2022

Last Updated: 11th December 2022

Next Review: December 2024 (or earlier if legislation/guidance changes)



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Whistleblowing Policy

The aim of this policy is to outline the measures in place at Caerphilly Tennis Club (CTC) when someone raises a concern, detailing the process as well as the support available. This policy is fully supported by the Management Committee who are responsible for its implementation and review.

Definition

Whistleblowing is when someone raises a concern about a dangerous or illegal activity or any wrongdoing within the club.

How to Raise a Concern

Any concerns about a child or allegations about an adult who works with children should be raised with a CTC Welfare Officer. If the allegation is about a club Welfare Officer, then a member of the CTC Management Committee should be informed.

How We Will Respond

- a) If the concern is that a member of staff or volunteer has or may have:
- Behaved in a way that has harmed a child or may have harmed a child
 - Possibly committed a criminal offence against or related to a child
 - Behaved towards a child or children in a way that indicates that they would pose a risk of harm to children

The Welfare Officer (or other as above) will contact the LTA and Local Authority Designated Officer (LADO) to discuss how the allegation should be investigated.

- b) If the concern does not match any of these criteria or, after consideration with the LADO or other appropriate agencies, it is agreed that the matter should be dealt with by internal processes the club will consult the LTA to determine the most appropriate action.
- c) If the concern is that the club has not followed appropriate safeguarding procedures or has not pressed other agencies where concerns about a child persists, the Welfare Officer should be approached to seek assurances that appropriate action will be taken.

If in either case the member still has concerns that a child or children are at risk or that appropriate procedures have not been followed the member should contact the LTA and LADO or, in situations where children are thought to be in immediate danger or risk of harm, the police by contacting 999.

Confidentiality & Support

- a) All concerns will be treated in strictest confidence by all concerned. The club will protect the identity of whistle-blowers as much as possible.
- b) However particularly in the context of safeguarding concerns it may be that an investigation process may reveal the source of the information, even if the identity of the whistle blower is kept anonymous.
- c) All staff/volunteers involved in any related investigations must maintain confidentiality during and after the conclusion.
- d) The club will take steps to minimise any difficulties and provide appropriate support and advice to staff/volunteers passing on concerns.
- e) Depending on the nature of the concerns and the subsequent type of investigation the whistle blower will be updated appropriately.
- f) All involved will attempt to ensure that any allegation is dealt with fairly, quickly, proportionately and consistently in a way that provides effective protection for the child and at the same time supports the person who is subject to the allegation and the person bringing the concern to the attention of the club.
- g) Others who can provide support include:
 - CTC Welfare Officer - *Andrea Ambler, 07983 179766*
 - CTC Welfare Officer – Thomas Foreman, 07414 997833
 - Samaritans - <https://www.samaritans.org/>
 - Mind - <https://www.mind.org.uk>
 - Sporting Chance - <https://www.sportingchanceclinic.com/>
 - Local Authority
 - General Practitioner (GP)