

# Eton Fives Association

## Whistleblowing Policy

**This policy should be read in conjunction with the EFA's Safeguarding policy.**

### **Aims of the Policy**

The Eton Fives Association (EFA) is committed to conducting its business with honesty, integrity and openness and expects all members of the Eton Fives community to maintain these high standards. The EFA's policy on whistleblowing is intended:

To demonstrate that the EFA will not tolerate malpractice;

To provide a clear and simple procedure for raising concerns, which is accessible to all members of the EFA community;

To reassure all members of the EFA community that they should be able to raise genuine concerns in good faith without fear of reprisals, even if they turn out to be mistaken.

### **What is Whistleblowing?**

Whistleblowing is defined as 'disclosure in the public interest', i.e. raising concerns about suspected malpractice within the EFA. Employees should not use the whistleblowing procedure to raise grievances about their personal situation.

Malpractice is not easily defined but may include:

- Abuse of Children
- Criminal activities
- Fraud, financial irregularities, corruption or bribery
- Miscarriages of justice
- Failure to comply with legal, professional or regulatory requirements
- Creating or ignoring a serious risk to Health & Safety or the environment
- Acting contrary to the all members of the EFA community code of ethics
- Unauthorised disclosure of confidential information
- Deliberate attempt to conceal any of the above.

### **Procedure**

Any member of the EFA community will be at liberty to express their concern to the Chairman of the EFA or to the President if the allegation is about the Chairman. Members of the EFA community are encouraged to express their concern in writing wherever possible. Any concern raised will be investigated thoroughly and in a timely manner and appropriate corrective action will be pursued. If there is evidence of criminal activity then the Police will be informed.

Members of the EFA who wish to raise a concern under this procedure are entitled to have the matter treated confidentially, in so far as it is practical to do so, and their name will not be disclosed to the alleged perpetrator of malpractice without their prior approval. The member of the EFA community making the allegation will be kept informed of progress and, whenever possible and subject to third party rights, will be informed of the Resolution.

A member of the EFA community who is not satisfied that their concern is being properly dealt with will have a right to raise it in confidence with the President or another member of the EFA board if the allegation is against the President.

### **External Disclosures**

The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the EFA. In most cases all members of the EFA community should not find it necessary to alert anyone externally.

It should be noted, however, that under the Public Interest Disclosure Act 1998, there are circumstances where a member of the EFA community may be entitled to raise a concern directly with an external body where the employee reasonably believes:

- That exceptionally serious circumstances justify it;
- That the EFA would conceal or destroy the relevant evidence;
- That they would be victimized by the EFA;
- Where the Secretary of State has ordered it.

A list of relevant external bodies is provided in Appendix A.

### **Protection from Reprisal or Victimisation**

No member of the EFA community will suffer a detriment or be disciplined for raising a genuine and legitimate concern, providing that they do so in good faith and following the Whistleblower procedures.

### **Malicious Accusations**

If the policy is misused to make malicious, vexatious or frivolous accusations, this will be dealt with under the EFA's Disciplinary Procedure.

**Chris Davies**

**Chairman, Eton Fives Association**

**May 2018**

## Appendix A – List of External Bodies

The Charity Commission for England and Wales – [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)

Health & Safety Executive – [www.HSE.gov.uk](http://www.HSE.gov.uk)

Information Commissioner (Data Protection)- [www.ico.gov.uk](http://www.ico.gov.uk)

The Financial Conduct Authority (FCA) – [www.fca.org.uk](http://www.fca.org.uk)

HM Revenue & Customs – [www.hmrc.gov.uk](http://www.hmrc.gov.uk)