



LONDON YOUTH GAMES FOUNDATION

WHISTLEBLOWING POLICY

OUR COMMITMENT

London Youth Games Foundation is committed to the highest possible standards of openness, probity, and accountability. In line with that commitment, we expect employees, volunteers, and others that we deal with, who have serious concerns about any aspect of the organisations work to come forward and voice those concerns.

AIM OF THE POLICY

- Provide avenues for you to raise concerns in confidence and receive feedback on any action taken.
- Ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied.
- Reassure that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made a disclosure in good faith.

WHO THIS POLICY APPLIES TO

The policy applies to employees (including those designated as contracted staff, consultants, temporary, agency staff and volunteers). It also covers suppliers and those providing services under a contract with the organisation.

DEFINING WHISTLEBLOWING

'Whistleblowing' is a term used to refer to the internal or external disclosure of malpractice as well as illegal acts, or omissions, at work.

Whistleblowing encourages and enables employees to raise serious concerns within the organisations rather than overlooking a problem or 'blowing the whistle' outside. Employees and volunteers are often the first to realise that there is something seriously wrong within the organisation. However, they may not express their concerns as they feel that speaking up would be disloyal to their colleagues or to the organisation.



WHAT TYPE OF CONCERNS ARE COVERED

- All low cases start, conduct which is an offence or breach of the law
- Disclosure related to miscarriages of justice
- Health and safety risks, including risks to the public as well as employees
- Damage to the environment
- The unauthorised use of public funds
- Possible fraud and corruption
- Sexual, physical, emotional abuse and grooming of clients
- Other unethical conduct

N.B. Other procedures are available to employees e.g. The gross misconduct procedure which relates to complaints about your own employment. This policy also does not replace other complaints procedure, which are for public use.

SAFEGUARDS

London Youth Games Foundation recognise that the decision to report a concern can be difficult one to make. If what you are saying is true, you should have nothing to fear because you will be doing your duty to your employer and those for whom you provide a service.

London Youth Games Foundation will not tolerate any harassment of victimisation and will take appropriate action to protect you when you raise a concern in good faith.

CONFIDENTIALITY

All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. At the appropriate time, however, you may need to come forward as a witness.

The policy encourages you however to put your name to your concern whenever possible. Please note that you:

- Must disclose the information in good faith.
- Must believe it to be substantially true.
- Must not act maliciously or make false allegations.



- Must not seek any personal gain.

HOW TO RAISE YOUR CONCERN

As the first step, you should normally raise concerns either verbally or in writing with your immediate line manager or supervisor. This may depend, however, on the seriousness and sensitivity of the issue involved and who is suspected of malpractice. For example, if you believe that management is involved you should approach a more senior level of management or a Board member.

Finance allegations require that the Financial Manager or provider will be notified of all financial or accounting irregularities or suspected irregularities by the Chief Executive Officer.

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Chair of Trustees

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For independent advice please contact:

Protect

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We are committed to reviewing our policy and good practice annually.



Last review: **Nov 2023**

Review due: **Nov 2024**



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