

## BAC Whistleblowing Policy

### Scope

This policy outlines the process by which any BAC member can raise a concern with the BAC for investigation.

### Definition

‘Whistle-blower’ is a term commonly used to describe a person who alerts an authority to acts of wrongdoing, usually by someone within the authority’s jurisdiction. Whistle-blowers are witnesses to a malpractice and must not be penalised for any disclosure of information, in fact certain categories of whistle-blowers are protected by the law’.

The BAC is committed to encouraging a culture of openness: to uphold the reputation of the organisation, and to protect its members. It is in the interests of the BAC and its membership that individuals with genuine concerns are able to raise them in a confidential and effective way. This policy outlines the mechanism by which serious concerns can be lodged with the BAC and addressed appropriately. Anyone approaching the BAC, in good faith, with information regarding matters of wrongdoing, such as fraud, misappropriation, bad practice in child (and/or vulnerable adult) protection or safety, discrimination or breach of codes of conduct, by staff (including contractors) or volunteers working for the BAC, will have the matter dealt with in an appropriate manner with a duty of care to all those involved.

### Process

If you discover any wrongdoing, including bad practice or abuse you should report it to the BAC CEO or BAC Executive Chair using any of the following methods:

Via post to: CEO, British Athletes Commission, 122 Feering Hill, Feering, Colchester, Essex, CO5 9PY

Via email to: [Victoria@britishathletes.org](mailto:Victoria@britishathletes.org)

Via telephone by calling: 0203 126 4270.

You will receive a written response, usually within 48 hours (if received during business hours), which will outline the proposed next steps and timeline. Should you raise your concerns via telephone message service, a member of our team will call you back to discuss the complaint in person, usually with 48 hours of receipt.

Your concerns will normally then be considered by the CEO in the first instance and referred for investigation either to a relevant staff member with responsibility for that area, or if the nature of the complaint warrants it, directly to the BAC Board (“the Board”). The relevant staff member (or the Board) will investigate the matter and take any remedial action to rectify the situation or, where any such action is not in the power of that staff member, they will then make recommendations to the Board to take appropriate further steps.

Any investigation will not, at any stage, be carried out by any person against whom allegations are made, and details will only be shared with those individuals who are considered vital to the effective



functioning of any investigation. Enquiries will be undertaken promptly, although more complex matters may require a longer and more thorough investigation.

The relevant staff member will advise you of the outcome of any enquiry and any remedial action taken. If the issue is not resolved in a satisfactory manner by the staff member, or if the concern relates directly to the CEO, you may direct the matter directly with any member of the Board – including specifically the Chair, Vice Chair or Safeguarding Champion, via post to: BAC, 122 Feering Hill, Feering, Colchester, Essex, CO5 9PY.

In some instances, particularly those involving child safety, it may be necessary for the BAC to refer the matter to an external authority, for example the police. If this is the case both the complainant and the person against whom the complaint has been made will be notified of this, unless the BAC is prohibited from doing so by law or at the direction of the external authority.

Any person approaching the BAC with genuine concerns will not be disadvantaged or discriminated against in any way because of the disclosure. However, the BAC will take a serious view and act accordingly, including taking disciplinary action against appropriate parties, should it be found that the allegations have been intentionally portrayed as untrue or have been raised maliciously. Individuals are therefore encouraged to put their name to any disclosure.

Allegations raised anonymously may be investigated depending on the seriousness of the issues raised, the credibility of the concern, and the likelihood of confirming the allegation from attributable sources.

Where possible confidentiality will be maintained, although it must be stressed that in serious cases of fraud and in cases of child protection it will be not always be possible to maintain strict confidentiality if the concerns reach the investigation stage.

Adopted by:	Board	Adopted date:	March 2019
Review by:	Board	Review date:	March 2021