

# SCoT (Scottish Council of Taekwondo) Whistleblowing Policy

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## Version History

Version Number	Date Updated	Updated by	Comments	Approved by Board
V1	29/01/2021	AS	Early Draft	
V2	31/1/2021	Chair	Policy Approved	31/1/2021

The CHAIR, or the Director with responsibility for membership has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes in legislation or to our working practices. Any questions or concerns about the interpretation or operation of this policy should be taken up in the first instance with the Chair. Any breach will be taken seriously and may result in formal disciplinary action. Any board member who considers that the policy has been breached in any way should raise the matter with their Chair or another member of the Board.

**SCoT** requires everyone to be committed to the highest possible standards of openness, integrity and accountability. **SCoT** supports an environment where people feel free to raise their concerns with the knowledge that all concerns will be taken seriously.

## 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’. **SCoT** is committed to encouraging a culture of openness: to uphold the reputation of the organisation, maintain the sport’s and the public’s confidence, and to protect its members (i.e. players, coaches, staff, officials, volunteers etc.). In a taekwondo context a whistle blower may be: a Coach, Official, Participant, Parent or a Member of the Public. It is in the interests of the sport 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 **SCoT** and addressed appropriately. Anyone approaching **SCoT**, 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 **SCoT**, will have the matter dealt with in an appropriate manner with a duty of care to all those involved.

## Whistle Blowing

**SCoT** understands that whistle blowers are often very reluctant to report concerns within the club setting. Therefore we recognise that whistle blowers may wish to raise concerns in confidence with **SCoT**. In these circumstances, the identity of the whistle blower will be kept confidential. However, disclosure may become necessary to pursue action against the alleged wrong-doer; in these circumstances, the whistle blower will be consulted in advance wherever possible and practicable.

**SCoT** will follow up all complaints, concerns or allegations relating to child protection matters including those which are raised anonymously. In some cases, without an identified complainant, **SCoT** are unlikely to be able to proceed with disciplinary actions, but in all cases, an initial assessment will be made to consider whether there is sufficient substance in the complaint, the credibility of the referral and the likelihood of identifying others who can confirm the allegations to warrant some initial enquiries or risk assessment.

All concerns raised under this procedure will be treated seriously and depending upon the nature of the matter it may be referred to the police. In these circumstances, the whistle blower may be asked to provide a written statement and give evidence to the police and/or at a **SCoT** hearing. **SCoT** will provide support to the whistle blower during this process.

**SCoT** will not tolerate harassment or victimisation and will take action to protect anyone who has raised a concern in good faith. Anyone who is found to have victimised or harassed a whistle blower will face disciplinary action. Anyone who raises concerns known to be untrue may also be subject to disciplinary action.

## Types of Disclosure

Under the terms of the Public Interest Disclosure Act (1998), a worker can report a matter on a confidential basis if it comes within any of these **six categories**:

- a) a criminal offence, for example fraud and corruption or unauthorised use of public funds; or sexual or physical abuse of any worker or service user/member of the public
- b) a failure to comply with a legal obligation
- c) a miscarriage of justice
- d) health and safety risks, including risks to the public and clients, as well as other workers
- e) damage to the environment
- f) the deliberate concealment of information relating to any of the above

## Process

Concerns should be raised without delay to the Chair, another Board member, if relevant, the Child Protection lead. The earlier concerns are reported, the easier it will be to take action.

## Process Flowchart

