**Speak Up Policy**

**Introduction**

**Purpose of this Policy**

**[Organisation name]** is committed to developing a culture where it is safe and acceptable for everyone involved in our activities to raise concerns about any unacceptable practice, behaviour, wrongdoing or misconduct.

**[Organisation name]** fully recognises that, through loyalty or fear of repercussion, people may be reluctant to voice worries or concerns and as such, this policy has been created to encourage everyone to speak up, knowing that they will be supported and their concerns will be handled sensitively.

Speaking up will enable concerns to be investigated and dealt with for the benefit of all involved and for all stakeholders of the organisation. Anyone making a disclosure can be confident that the matter will be handled appropriately and with an appropriate level of confidentiality and sensitivity.

**Scope of this Policy**

This is an organisation-wide policy open to everyone associated with the organisation.

It enables anyone to raise concerns through channels that they are comfortable with and gives all parties the opportunity to resolve a concern and for any necessary action to be taken.

This policy should **NOT** be used for any matters presenting an immediate threat of harm or danger. In these instances, for emergency assistance, please contact the police via 999.

This policy should also not be used for:

• Grievances or whistleblowing relating to your employment ordinarily dealt with under your employer’s grievance or whistleblowing policies.

• Contractual or personal disputes.

• Issues relating to memberships or other internal disputes.

**Section 2- How to Speak Up**

Hopefully, you can raise concerns with your coach, Club Welfare Officer, or line manager. However, where a matter is more serious, you feel that your concerns have not been addressed, or you prefer not to raise it with your coach or line manager, you can contact:

|  |  |
| --- | --- |
| [Point of Contact] | [Contact Details] |

For more information on **[Organisation Name]** Safeguarding, please click [here](https://bowlswales.com/safeguarding/).

**Section 3- How will my concern be handled?**

This section of the policy sets out the key principles underpinning how the concern you have reported will be managed:

• All disclosures will be dealt with appropriately, fairly and professionally.

• All disclosures will be handled sensitively, securely and with an appropriate level of confidentiality, being shared only on a strictly need-to-know basis. Disclosure outside this small group may be necessary if required by law, for a matter of public interest, or for the purposes of a full investigation. The aim will be to discuss this with you in advance.

• Concerns can be shared anonymously but you are encouraged to give your identity as it will be difficult, or even impossible, to investigate anonymous reports.

• Your concern will be passed to the person best equipped to deal with it.

• It may be more appropriate for your concern to be referred to an appropriate person within the organisation, BowlsWales, or a statutory agency and if so, your disclosure may be passed on, unless you say otherwise.

• We will seek to keep you informed and updated on any investigation and outcome, including next steps and time frames.

• Any instances of victimisation, discrimination or negative repercussions experienced as a result of your disclosure are wholly unacceptable.

• Data provided to us will be processed and handled securely and fairly, in accordance with data protection legislation

**Section 4- What next?**

The process for dealing with a concern will vary depending on its nature, complexity and seriousness. It may not always be possible or appropriate to investigate. However, as far as practicably possible, we will seek to deal with your concern as below:

• We will acknowledge receipt of your disclosure as soon as possible.

• It will then be directed to the person best placed to deal with it and we will provide you with their name.

• The nominated person may then contact you to:

o Let you know they have been passed your concern to deal with.

o Provide you with an estimate of how long it will take to handle and assess your concern.

o Ask for further information.

o Advise you of the process for dealing with your concern in the most reasonable manner.

Your disclosure may then undergo an initial review and may be investigated, which could include contacting the individuals relevant to the concern. It is also possible that the matter may not be investigated further. The organisation is not obliged to investigate if it believes there is no merit in doing so, or if an investigation is not appropriate or proportionate.

• As far as practicable, we will keep you informed of developments and of the overall finding, although we may not be able to disclose full details of the outcome for reasons of confidentiality, privacy and the legal rights of others involved.