



CAMBRIDGESHIRE COUNTY CRICKET CLUB

Whistleblowing Policy

Definitions

In this Policy the following terms/expressions shall mean:

- Cambridgeshire Cricket – means Cambridgeshire County Cricket Club
- ECB – means England and Wales Cricket Board.
- Children – refers to any person under the age of 18 years.
- Adult - refers to any person over the age of 18 years.
- Safe Hands - means the ECB's cricket policies and procedures for safeguarding children and adults within cricket.

Statement of Intent

The aim of this policy is to provide procedures and practical guidance for all Cambridgeshire Cricket staff, coaches, contractors, Directors, volunteers, stakeholders and other professionals or partners working alongside Cambridgeshire Cricket, to report wrongdoing.

All new staff are required to read this policy as part of their induction process.

Whistleblowing is when the employee knows, or suspects, that there is some wrongdoing occurring within the organisation and alerts Cambridgeshire Cricket or the relevant authority accordingly.

Employees who whistleblow are protected by the Public Disclosure Act 1998 from any detriment in relation to any allegations that are made.

Actions to be taken if you have a concern

If you know, or suspect, that some wrongdoing is occurring within Cambridgeshire Cricket you should raise the matter immediately with the relevant manager. Examples of situations in which it might be appropriate for you to report a wrongdoing include:

- a breach, or potential breach, of health and safety legislation
- financial irregularities
- harassment of a colleague, customer or other individual
- damage to the environment
- the committing of a criminal offence.

Concerns relating to your individual employment situation should be raised using the grievance procedure.

Disclosing information in an inappropriate way (e.g. contacting the media) could result in disciplinary action being taken against you, which could include dismissal.

Cambridgeshire Cricket is committed to developing a culture where it is safe and acceptable for all those involved in cricket to raise concerns about unacceptable practice and misconduct.

You may be the first to recognise that something is wrong, but you may not feel able to express your concerns out of a belief that this would be disloyal to colleagues, or you may fear harassment, victimisation or disadvantage. These feelings, however natural, must never result in a person continuing to be unnecessarily at risk.

Those involved in the sport must acknowledge their individual responsibilities to bring matters of concern to the attention of senior management and/or relevant agencies. Although this can be difficult, it is particularly important where the welfare of children and vulnerable adults is at risk.

Cambridgeshire Cricket assures all those involved in cricket, that they will be treated fairly and that all concerns will be properly considered. In cases where the suspicions prove to be unfounded, no action will be taken against those who report their suspicions/allegations, provided they acted in good faith and without malicious intent. The Public Interest Disclosure Act 1998 protects 'whistleblowers' from victimisation, discipline or dismissal, where they raise genuine concerns of misconduct or malpractice.

Reasons for Whistleblowing

As with Safeguarding, each individual has a responsibility for raising concerns about unacceptable practice or behaviour for the following reasons:

- to prevent the problem worsening or widening,
- to protect or reduce risk to others,
- to prevent becoming implicated yourself.

What stops people from Whistleblowing?

- Starting a chain of events which spirals,
- Disrupting the work or training,
- Fear of getting it wrong,
- Fear of repercussions or damaging careers,
- Fear of not being believed.

What happens next?

- You should be given information on the nature and progress of any enquiries being made.
- All concerns will be treated in confidence. During the process of investigating the matter, every effort will be made to keep the identity of those raising the concern unknown, except to the minimum number of individuals practicable.
- The Cambridgeshire Cricket Safeguarding Officer and the ECB have a responsibility to protect you from harassment or victimisation.
- No action will be taken against you if the concern proves to be unfounded but was raised in good faith.
- Malicious allegations may be considered a disciplinary offence.

Should suspicions be raised via a "tip off", the person receiving the tip off should attempt to obtain the following information from the informant:

- Their name, address and telephone number,
- Names of all individuals involved (and witnesses if possible),
- The circumstances surrounding and the manner of the alleged incident/s,
- Whether they will submit any evidence (if applicable),
- How they became aware of the nature of the allegation.

You should not attempt to deal with any allegation or suspicion yourself. Please report as described below under 'Who do I tell?'

Do not

- Inform the person about whom the concern was raised,
- Inform any other club / organisation members, participants, stakeholders or other employees,
- Commence your own investigation,
- Annotate or remove evidence,
- Delay in reporting the suspicion.

Also, never assume or think

- "everything must be okay, otherwise it would have been spotted earlier",
- "it doesn't matter", or "no real harm will come of it",
- "ignore it, it's not my responsibility".

Who do I tell?

The first person who you should report your suspicions or allegation to, is the Cambridgeshire County Safeguarding Officer. If they are the subject of the report then you should report to the Chair of Cambridgeshire County Cricket Club.

If the issue involves other staff or county officials and you fear the investigation may be compromised if you spoke to the county then you can report it to the ECB.

Action to be taken by the manager

Any manager who is informed by you of potential wrongdoing will take immediate action to investigate the situation. In doing so, the manager will take every possible step to maintain your anonymity.

Alerting outside bodies to a potential wrongdoing

If you are not satisfied with the response, you are entitled to contact a relevant external body to express the concerns. In doing this you should:

- have a reasonable belief that the allegation is based on correct facts
- not be making any personal gain from the revelations
- make the disclosure to a relevant body.

A "relevant body" is likely to be a regulatory body (e.g. the Health and Safety Executive or the Financial Services Authority).

Feedback

The amount of feedback relating to the issue will vary depending on the nature and result of the investigations. However, where possible, those who have raised concerns will be kept informed of the progress and eventual conclusion of the investigations.

The above policy has been developed from ECB “Safe Hands” Policy for Safeguarding Children and Adults and the Child Protection in Sport Unit’s Guidance on Whistle blowing.