



## SAFEGUARDING WHISTLE-BLOWING POLICY

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## Document Control

### Revision history

Version	Status	Revision date	Author	Summary of changes
0.1	draft	24/01/19	Helen Evans	First draft
0.2	draft	28/1/19	Helen Evans	Amended contacts

### Review and approvals

This document requires the following approvals:

Name	Signature	Title	Date of issue



## **1.0 Policy Statement**

Leeds United acknowledges the duty of care to safeguard and promote the welfare of children and adults at risk and is fully committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Football Association requirements.

Leeds United will make sure that all children, young people and adults at risk have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.

Leeds United has established policies and procedures for safeguarding children, young people and adults at risk for the Foundation, Academy, Ladies and match day teams that are underpinned by the understanding that safeguarding is everybody's responsibility.

All staff and volunteers will receive training and support in the delivery of the safeguarding policy and procedures to ensure we maintain a safe and positive environment and are empowered to listen to concerns and act accordingly.

## **2.0 Purpose**

This policy is intended to ensure all children, young people and adults at risk have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity. It provides for a method of raising concerns, assurance of receiving a response, how feedback will be received on any action taken and how to further pursue the matter if they are not satisfied.

Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to our activities. This includes bribery, fraud or other criminal activity, miscarriages of justice, health and safety risks, damage to the environment and any breach of legal or professional obligations.

Whistle-blowing in a safeguarding context means revealing and raising concerns over misconduct or malpractice within an organisation, or within an independent structure associated with it. It can be used as an early-warning system or when it's recognised that appropriate actions have not been taken.

## **3.0 Scope**

This policy should be used by all people who work at, visit or attend sessions organised by Leeds United Football Club, Leeds United Foundation, Leeds United Ladies or Leeds United Academy (collectively known as 'the club').



It is designed to allow people to report safeguarding concerns anonymously, in the unlikely event they feel they cannot discuss the issues with their manager or coach.

#### **4.0 Confidentiality**

We hope that you will feel able to voice whistleblowing concerns openly under this policy. Completely anonymous disclosures are difficult to investigate, but if you want to raise your concern confidentially, we will make every effort to keep your identity secret and only reveal it where necessary to those involved in investigating your concern.

Should the whistle-blower need to be identified or it becomes apparent that the whistle-blower will be identified because of any subsequent investigation, notice will be given to the whistle-blower, by the relevant Designated Safeguarding Officer (DSO), with a chance to discuss any likely consequences.

#### **5.0 How to Raise a Concern**

We hope that in many cases you will be able to raise any concerns with your manager. However, where you prefer not to raise it with your manager for any reason, you should contact [safeguarding@leedsunited.com](mailto:safeguarding@leedsunited.com) or call 0113 367 6067.

**If the child / young person or adult at risk is in immediate danger, and you require the police or an ambulance call:  
999 or 101**

We will arrange a meeting with you as soon as possible to discuss your concern. You may bring a colleague or union representative to any meetings under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.

#### **6.0 Protection and Support for Whistle-blowers**

We aim to encourage openness and will support whistle-blowers who raise genuine concerns under this policy, even if they turn out to be mistaken.

Whistle-blowers must not suffer any detrimental treatment as a result of raising a genuine concern. If you believe that you have suffered any such treatment, you should inform the HR Manager immediately. If the matter is not remedied you should raise it formally using our Grievance Procedure.

You must not threaten or retaliate against whistle-blowers in any way. If you are involved in such conduct you may be subject to disciplinary action. In some cases,



the whistle-blower could have a right to sue you personally for compensation in an employment tribunal.

However, if we conclude that a whistle-blower has made false allegations maliciously or with a view to personal gain, the whistle-blower may be subject to disciplinary action.

Public Concern at Work operates a confidential helpline: 020 7404 6609

## **7.0 If you would like to escalate your concern**

If you feel unable to raise an issue with the Club Safeguarding Team, a member of the management team or a more senior member of staff and feel that your genuine concerns are not being addressed, other whistleblowing channels are open to you:

Any adult or young person with concerns about conduct towards a child, young person or adult at risk can report their concerns to:

- Direct to the local Police in an emergency: 101 or 999
- Children's Social Care: 0113 222 4403
- Adult Social Care: 0113 222 4401
- The Child Protection in Sport Unit: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)
- The NSPCC Helpline: 0808 800 5000 or email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
- The NCS whistle blowing helpline: <https://www.ncsyes.co.uk/whistle-blowing>  
T: 0800 9806 899 E: [confidential@ncstrust.co.uk](mailto:confidential@ncstrust.co.uk)
- The FA's safeguarding team: 0800 169 1863  
[safeguarding@TheFA.com](mailto:safeguarding@TheFA.com)