



**WHISTLEBLOWING**  
**POLICY**  
**FORM 323**

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# Whistleblowing Policy

## Scope

This policy outlines the process by which any individual involved at any level of the sport of skydiving can raise concerns with British Skydiving for investigation. For the avoidance of doubt, British Skydiving encompasses all skydiving activity, and includes application to competitive Teams representing British Skydiving, Heads of Delegation and Judges. This policy also covers any international activity being undertaken on behalf of, or, representing British Skydiving.

## 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'. British Skydiving 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. skydivers, judges, instructors, drop zones, staff, officials, volunteers etc.).

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 British Skydiving and addressed appropriately. Anyone approaching British Skydiving, 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 British Skydiving, will have the matter dealt with in an appropriate manner with a duty of care to all those involved. Where the initial investigation identifies there are issues or concerns that are covered by other policies of British Skydiving, for example a safeguarding or employment matter, the complainant will be advised of this and the matter will be dealt with under that policy.

## Process

If you discover any wrongdoing, including bad practice or abuse you should report it to British Skydiving's Compliance Officer using any of the following methods:

- By post to: British Skydiving, 5 Wharf Way, Glen Parva, Leicester LE2 9TF
- By email to: [james@britishskydiving.org](mailto:james@britishskydiving.org)
- By telephone by calling: 0116 278 5271

You will receive a written receipt, usually within 2 clear working days which will outline the proposed next steps and timeline. Should you raise your concerns via telephone message service, we will call you back to discuss the complaint in person, usually with 2 clear working days of receipt.

Your concerns will normally then be considered by the Compliance Officer in the first instance who will investigate the matter further. Depending on the outcome of the investigation, remedial action that may include disciplinary proceedings may be taken against the wrong doer or the matter may be referred to another authority. Where any such action is not in the power of the Compliance Officer, they will then make recommendations to the Council 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. You will be advised 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 to the Compliance Officer, you may raise the matter directly with the any member of the Board - including specifically the Chair, Vice Chair or Treasurer via post to:

- British Skydiving, 5 Wharf Way, Glen Parva, Leicester LE2 9TF

The relevant Council Member will make enquiries and, if appropriate, investigate the matter and take any remedial action to rectify the situation (which may include instigating the Disciplinary Procedure or passing to an independent member of the Council if appropriate). Investigations will not be carried out by any person previously involved in the matter and at no stage will they involve any person against whom allegations are made. Again, any investigation will be done promptly, although more complex matters may require a longer and more thorough investigation. You will be advised of the outcome of any enquiry and any remedial action taken. In some instances, particularly those involving child safety, it may be necessary 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 British Skydiving is prohibited from doing so by law or at the direction of the external authority.

Any person approaching British Skydiving with genuine concerns will not be disadvantaged or discriminated against in any way because of the disclosure. However, British Skydiving 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.

### **External processes**

Please note that any complaints, grievances or disputes with British Skydiving should be raised in the normal way under British Skydiving's' Complaints/Disciplinary/Grievance procedure rather than under this procedure.