**Whistleblowing Policy**

**1. Purpose**

CrossFit Shropshire Alternative Provision (CFSAP) is committed to the highest standards of integrity, accountability, and ethical conduct. This policy provides a framework for employees, students, parents, and other stakeholders to raise concerns about wrongdoing without fear of retaliation.

**2. Scope**

This policy applies to all employees, students, parents, and any other individuals associated with CFSAP. It covers concerns about malpractice, unethical behaviour, illegal activities, or risks to health and safety within the organization.

**3. What is Whistleblowing?**

Whistleblowing is the disclosure of information regarding suspected wrongdoing, including but not limited to:

* Criminal activity, such as fraud, theft, or bribery.
* Misuse of organizational resources.
* Breach of legal or regulatory obligations.
* Endangering the health and safety of individuals.
* Bullying, harassment, or discrimination.
* Any attempt to conceal or suppress information related to the above.

**4. How to Raise a Concern**

Concerns should be raised as soon as possible through one of the following channels:

1. **Line Manager or Supervisor** – If comfortable, discuss the concern with your immediate manager – Kate Thomas
2. **Designated Whistleblowing Officer** – If the concern involves a line manager or requires confidentiality, report directly to the designated officer – Graham Carless
3. **External Reporting** – If necessary, reports can be made to relevant external bodies such as Ofsted, the Local Authority, or the Health and Safety Executive (HSE).

**5. Confidentiality and Protection**

CFSAP will treat all whistleblowing reports in **strict confidence** and will take all reasonable steps to protect the identity of the whistleblower. Anonymous reports will be investigated to the extent possible. Retaliation or victimization against whistleblowers is strictly prohibited and will result in disciplinary action.

**6. Investigation Process**

Upon receiving a whistleblowing report, CFSAP will:

1. Acknowledge receipt of the concern within **five working days**.
2. Conduct an initial assessment to determine the validity and scope of the concern.
3. Carry out a full investigation, ensuring impartiality and due process.
4. Provide feedback to the whistleblower on the outcome, where appropriate.

**7. False or Malicious Allegations**

CFSAP takes whistleblowing seriously, and individuals making genuine concerns will not be penalized. However, deliberate false or malicious reports may result in disciplinary action.

**8. Review and Monitoring**

This policy will be reviewed annually to ensure its effectiveness and compliance with legal requirements.

**Last Reviewed:** 3.9.24

For further information or to report a concern, contact:  
**Designated Whistleblowing Officer:** [Graham Carless] 07792203745