



WHISTLEBLOWING POLICY

Version: 1.0
Effective from: 6th March
2026
Review due: Jan 2027



contact@jonesbadmintonacademy.co.uk



www.jonesbadmintonacademy.co.uk

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1. Purpose

Jones Badminton Academy (JBA) is committed to maintaining the highest standards of integrity, safeguarding, and professional conduct.

This Whistleblowing Policy provides a safe and confidential way for staff, coaches, volunteers, parents/carers, and others connected to JBA to raise serious concerns about wrongdoing or unsafe practice without fear of retaliation.

Whistleblowing is intended for concerns that are in the public interest or relate to serious misconduct, safeguarding failures, or risks to health and safety.

This policy sits alongside JBA's Complaints Policy and Safeguarding Policy.

2. What is whistleblowing?

Whistleblowing is the reporting of serious concerns about wrongdoing, unsafe practice, or failures within JBA.

This may include (but is not limited to):

- Safeguarding concerns or poor practice involving children or adults at risk
- Abuse, neglect, or exploitation
- Criminal activity or suspected fraud
- Serious breaches of JBA policies or codes of conduct
- Health and safety risks
- Discrimination, harassment, or bullying
- Attempts to conceal wrongdoing

Whistleblowing is different from a personal grievance or complaint. Personal issues relating to employment or service dissatisfaction should normally be raised through JBA's Complaints Policy unless they involve serious misconduct or risk.

3. Who can raise a concern?

This policy applies to:

- Coaches and staff
- Volunteers
- Parents/carers
- Players (with support from a trusted adult if under 18)
- Contractors or visitors

Anyone who has a genuine concern about serious wrongdoing is encouraged to speak up.

4. Principles

JBA is committed to ensuring that:

- All whistleblowing concerns are taken seriously
- Individuals can raise concerns in good faith
- No one is penalised for raising a genuine concern
- Concerns are handled sensitively and confidentially where possible
- Appropriate action is taken following investigation

Malicious or knowingly false allegations may be treated as a conduct matter.

5. How to raise a whistleblowing concern

Concerns should be raised as soon as possible.

Where appropriate, whistleblowing concerns should be reported directly to:

Samuel Jones

Director, Head Coach, Club Welfare Officer and Designated Safeguarding Lead

Email: sam@jonesbadmintonacademy.co.uk

Concerns may be raised:

- In writing (email preferred)
- Verbally (which will be recorded by JBA)

You do not need to prove your concern, but you should provide as much information as possible, including:

- What happened or is happening
- Dates, times, and locations
- Names of individuals involved
- Any supporting evidence

Anonymous concerns will be considered, although this may limit JBA's ability to investigate fully.

6. Safeguarding concerns

Any whistleblowing matter relating to safeguarding will be managed in line with JBA's Safeguarding Policy and may be referred to external agencies such as Children's Services or the Police where required.

Safeguarding always takes priority over internal procedures.

7. What happens next

Upon receiving a whistleblowing concern, JBA will:

- Acknowledge receipt where contact details are provided
- Assess the nature and seriousness of the concern
- Decide whether the matter requires internal investigation or external referral
- Take appropriate action
- Provide feedback to the whistleblower where possible

Investigations will be conducted fairly and proportionately.

Timescales will depend on the complexity of the concern, but JBA will aim to progress matters promptly and keep the whistleblower informed where appropriate.

8. Protection and confidentiality for whistleblowers

JBA is committed to protecting individuals who raise concerns in good faith.

All whistleblowing concerns will be handled sensitively and confidentially wherever possible. The identity of the whistleblower will not be disclosed without their consent, unless required by law or where disclosure is necessary to protect children or others from harm.

JBA will not tolerate harassment, victimisation, or retaliation against anyone who raises a concern. Any individual found to be treating a whistleblower unfairly may be subject to disciplinary or safeguarding action.

9. External reporting

If a whistleblower feels unable to raise concerns internally, or believes their concern has not been addressed appropriately, they may contact relevant external organisations depending on the nature of the issue (for example safeguarding agencies, local authority services, or sport governing bodies).

JBA will cooperate fully with any external investigations.

10. Recording and confidentiality

All whistleblowing concerns will be recorded securely and handled confidentially wherever possible. Information will only be shared on a need-to-know basis.

11. Review

This policy will be reviewed annually or sooner if legislation, guidance, or organisational practice changes.

