



BELVOIR CRICKET & COUNTRYSIDE TRUST

*Inspiring children to lead healthy, active lives through
sport and countryside education.*

WHISTLEBLOWING (PUBLIC INTEREST DISCLOSURE) CODE 2024-2027

| Date of Board Approval | Author | Next Review | Key Changes |
|-------------------------------|-----------------|-------------|-------------|
| October 17 th 2024 | Darren Bicknell | 2027 | New Policy |

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Whistleblowing (Public Interest Disclosure) Code

The Belvoir Countryside and Cricket Trust (BCCT) is committed to high standards of openness and accountability and conducts its affairs with due regard to probity. The Trust is committed to tackling any malpractice or wrongdoing.

The UK Government introduced legislation in the form of the Public Interest Disclosure Act 1998, ("PIDA"), which was amended in June 2013. PIDA is designed to give protection to employees and workers who disclose confidential information about malpractice in the workplace, whether carried out by other employees/workers or the employer. Such disclosures are commonly referred to as "whistleblowing". The Act sets out rules defining what counts as "malpractice" for these purposes and prescribing the person(s) or bodies to whom a protected disclosure can be made.

The following sets out the procedure under which any suspected malpractice should be reported.

Whistleblowing Procedure

1. Who can make a disclosure under this Code?

- (i) Anyone working for the Trust, including employees, those working under a contract for services and volunteers; or
- (ii) Trustees.

2. How can I make a disclosure under this Code?

You can raise your concerns orally or in writing and, to avoid doubt, you should state that you are making a disclosure under the Whistleblowing Code.

3. To whom should a report of malpractice be made?

Any report should normally be made to the nominated Trustee with responsibility for Whistleblowing. If it is felt there is a potential conflict of interest, a report may be made either to The Chair of Trustees or the Chief Executive.

Whistleblowing Trustee: David Paton Belvoir, Cricket & Countryside Trust, Belvoir Castle, Grantham, NG32 1PE; mark the envelope 'Private and Confidential'

or email David.Paton@nottingham.ac.uk.

Chair of the Board of Trustees: Martin Reason, Belvoir Cricket & Countryside Trust, Belvoir Castle, Grantham, NG32 1PE; mark the envelope 'Private and Confidential'

or email m.reason1960@gmail.com.



Chief Executive: Darren Bicknell, Belvoir Cricket & Countryside Trust, Belvoir Castle, Grantham, NG32 1PE; mark the envelope 'Private and Confidential' or email darren@bcctrust.org.uk.

The law recognises that in some circumstances, it may be appropriate for you to report your concerns to an external body such as a regulator, or other body, such as The Charity Commission:

To complain about a charity - GOV.UK (www.gov.uk).

4. What kind of concerns should be reported?

4.1. In general, this Code covers actions or omissions you consider are illegal, contrary to policy or established procedure or outside the scope of an individual's authority, actions which could damage the Trust's reputation and conflicts of interest. Examples include financial and procedural irregularity and deliberate suppression or concealment of malpractice.

4.2. The scope of PIDA is limited to specific acts or omissions. Disclosures under PIDA must relate to one or more matter(s) listed in paragraph 4.3. (i) to (vi) below.

4.3. You should use this Code if you reasonably believe that the disclosure, is made in the public interest and tends to show an action or omission outlined in 4.1 above or one or more of the following:

- (i) that a criminal offence has been committed, is being committed, or is likely to be committed; or
- (ii) that a person has failed, is failing, or is likely to fail to comply with their legal obligations, (except for matters falling within 4.1); or
- (iii) that a miscarriage of justice has occurred, is occurring, or is likely to occur; or
- (iv) that the health and safety of any individual has been, is being, or is likely to be endangered; or
- (v) that the environment has been, is being or is likely to be damaged; or
- (vi) that information tending to show any matter falling within any of the above has been, is being, or is likely to be, deliberately concealed.

5. What concerns should not be reported under this procedure?

- (i) Matters which relate to an individual's employment contract with the Trust. These should be raised with the employee's immediate manager as appropriate.
- (ii) Matters which relate to workplaces other than those of the Trust, for example in schools, sports grounds, businesses or other places where an employee or volunteer may be working. In such cases it is expected that the Trust will provide appropriate support to employees or volunteers of the Trust seeking to follow other organisations' whistleblowing procedures.
- (iii) Concerns which have been addressed under other internal procedures or decisions made.



6. What about confidentiality?

6.1. The nominated Whistleblowing Trustee will treat any disclosure as confidential with the exception that, where appropriate (for example where there is no potential conflict of interest), s/he will discuss the matter with the Chair of Trustees and/or the Trust's Chief Executive.

6.2. Individuals making a disclosure may do so anonymously, but anonymity does make disclosures difficult to investigate so it is hoped that individuals are able to raise concerns openly.

6.3. It will rarely, if ever, be appropriate to alert the media. It is strongly recommended that advice is sought before reporting a concern to the media or an external body, including in relation to any duty to maintain confidentiality.

7. What happens when a concern is raised?

7.1. The nominated Whistleblowing Trustee (or Chair of Trustees or Chief Executive) will determine if there is a prima facie indication of malpractice or wrongdoing, usually in discussion with the Chair of Trustees and/or the Trust Chief Executive. If so, the nominated Whistleblowing Trustee will arrange for an investigation and a report to be made or, if appropriate, will refer that matter to an external agency as circumstances warrant.

7.2. The investigating body will report its findings to the nominated Whistleblowing Trustee (or Chair of Trustees or Chief Executive) and he/she may:

- (i) take no further action save to inform the discloser of the decision and reasons for it; or
- (ii) refer the matter to an external body which may have responsibility for handling the alleged wrongdoing; or
- (iii) refer the matter for appropriate action within existing Trust procedures. Note that the need for confidentiality may prevent the nominated Whistleblowing Trustee (or Chair of Trustees or Chief Executive) from providing specific details of the investigation or actions taken to the discloser.

7.3. A report shall be made to the Board of Trustees of disclosures made under this procedure, with due regard to confidentiality.



8. Further provisions

8.1. Individuals who make a disclosure as outlined in paragraphs 2-5 above will not be dismissed or subjected to any detriment because of making such a disclosure. Detriment includes unwarranted disciplinary action and victimisation. If you believe that you are being subjected to a detriment because of raising concerns under this Code, you should raise the matter as a staff grievance. Any staff member, volunteer or Trustee who victimises or retaliates against those who have raised concerns under this policy will be subject to disciplinary action.

8.2. If an investigation under this procedure concludes that an individual has made false allegations which are malicious or made with a view to personal gain, the individual concerned may be subject to disciplinary action. This Code does not form part of any contract of employment.

9. Data Protection

Data will be processed to be in line with the requirements and protections set out in the UK General Data Protection Regulation.

10. Links and Support

This policy links with the following:

- Codes of Conduct
- Concerns and Complaints Policy

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| Protect (Independent whistleblowing charity) | Helpline: (020) 7404 6609 https://protect-advice.org.uk/ https://www.gov.uk/whistleblowing |
| Charity Commission | <u>Report serious wrongdoing at a charity as a worker or volunteer - GOV.UK (www.gov.uk)</u> |