



South Coast Choi Kwang Do (SCCKD)
4. Whistle Blowing Policy

Policy Owner	Welfare Officer
School Owner	Mr Neil Cowie
School Owner	Mr David Storey
Version	3.0
Date	July 2015
Review	July 2017

4. Whistle Blowing Policy

4.1 Policy Statement

South Coast Choi Kwang Do (SCCKD) recognises the importance that anyone involved within the school (instructors, students, and parents/carers) has the confidence to come forward to speak or act if they are unhappy with anything. This policy is in place to encourage and enable people to raise serious concerns internally so that SCCKD can address and correct inappropriate conduct and/or actions. It is designed to operate in accordance with the provisions of the Public Interest Disclosure Act 1998, which gives protection to people who disclose reasonable concerns about serious misconduct or malpractice within their organisation. This is sometimes known as 'Whistle Blowing'.

4.2 Principles & Procedures

Whistle blowing occurs when a person raises a concern about dangerous, illegal activity or any wrongdoing. This procedure gives protection to people who, in good faith, make such a disclosure, from victimisation, discrimination or disadvantage. There are no time limits on raising concerns under this procedure, but they should be raised at the earliest opportunity to enable a full investigation to take place. The investigation that takes place following a disclosure will be conducted as quickly as possible within the circumstances of the disclosure.

These are examples of when someone might 'Blow the whistle':

- Major health and safety risks to anyone in SCCKD or the public
- Conduct which is a criminal offence or a breach of the law
- Sexual or physical abuse of someone in SCCKD
- Fraud and/or corruption
- Other unethical conduct of a serious nature

Raising a concern

In the first instance, concerns should be raised with SCCKD's Welfare Officer. If the person raising the concern deems it not appropriate to raise the concern with the Welfare Officer then they should speak to a Chief Instructor/School Owner. Concerns may be raised verbally or in writing, however verbal concerns must be followed up in writing.

Investigation

If a concern is raised it will initially be investigated internally within SCCKD by the Welfare Officer and/or the Chief Instructors/School Owners.

In the event that the matter cannot be satisfactorily resolved within SCCKD, the concerns will be raised with the Hampshire Schools of CKD Association, Case Management Group. The Case Management Group will be made up of a minimum of 3 School Owners/Welfare Officers of the Hampshire Schools of CKD Association.

Once the investigation has taken place and the matter has been resolved, or if the matter needs to be investigated further, ie LADO or Police, then the person who raised the concern in the first instance will receive a written report from either SCCKD or the Case Management Group. The report will advise the outcome of the investigation and what steps have been put in place.

If an allegation is found to be untrue, but the concern was raised in good faith, no action will be taken against the person that raised the concern. However, if the allegation has been made maliciously, frivolously or for personal gain then the person who made the allegation may be asked to leave SCCKD and the matter may be taken further, ie LADO or Police.

4.3 Monitoring and Reviewing the Policy

The Welfare Officer and School Owner(s) will review the policy every 2 years, or sooner if there is a major change within the organisation of SCCKD or in relevant legislation.

4.4 Declaration

On behalf of **South Coast Choi Kwang Do** we, the undersigned, will oversee the implementation of the Whistle Blowing Policy and take all necessary steps to ensure that it is adhered to.

Signature: [Original Signed]

Mr Neil Cowie
School Owner / Chief Instructor

Date: 1st July 2015

Signature: [Original Signed]

Mr David Storey
School Owner / Chief Instructor

Date: 1st July 2015

Signature: [Original Signed]

Mrs Helen Storey
Welfare Officer

Date: 1st July 2015