



Whistleblowing Policy

Jigsaw AP is committed to the highest standards of openness, probity, and accountability. If a member of staff or associate discovers evidence of malpractice or wrongdoing within **Jigsaw AP** they can disclose this information internally without fear of reprisal.

This policy has been prepared in accordance with the Public Interest Disclosures Act 1998 and Employment Rights Act 1996. The Second Report of the Committee on Standards in Public Life: Local Public Spending Bodies published by The Nolan Committee used the term "whistleblowing" to mean the confidential raising of problems or concerns within an organisation by a member of staff/associate. This is not "leaking" information but refers to matters of impropriety e.g. a breach of law, organisation procedures or ethics.

Jigsaw AP has full regard for high standards of conduct and integrity. This policy acts as a framework to allow concerns to be raised confidentially and provides for a thorough and appropriate investigation of the matter to bring it to a satisfactory conclusion, under our disciplinary procedure. We are committed to tackling fraud and other forms of malpractice and treat these issues seriously. We recognise that some concerns may be extremely sensitive and have therefore developed a system which allows for the confidential raising of concerns within our environment.

Our Whistleblowing policy is intended to cover concerns such as:

- Financial malpractice or fraud
- Failure to comply with a legal obligation
- Dangers to health and safety or the environment
- Criminal activity
- Improper conduct or unethical behaviour

This policy should not be used to question business decisions made by **Jigsaw AP**, or to raise any matters that are covered under other policies (eg discrimination or racial harassment). Any allegations relating to child protection will follow the procedures set out in the Safeguarding Children policy. Any concerns relating to the employment conditions of an individual member of staff or associate should be raised according to the procedures set out in the Staff Grievance policy.

Raising a concern

Ideally the staff member or associate should put his or her allegations in writing, setting out the background to the situation, giving names, dates and places where possible, and the reason why they are concerned about the situation. In the first instance concerns should be taken to the **Jigsaw AP** management.

If, due to the nature of the problem, this is not possible, if the club is a private business consult:
Protect (Independent whistleblowing charity) Helpline: 020 3117 2520

The following numbers can be used where there are issues regarding the overall procedures around safeguarding :

- the Ofsted whistle-blowing line on 0300 123 3155



- the NSPCC whistleblowing helpline on 0800 028 0285.

If this person or body is unwilling or unable to act on the concern, the staff member or associate should then raise it with:

- Ofsted (if it concerns the safe and effective running of the organisation)
- The Local Authority Designated Officer or the Local Safeguarding Children Board (if it concerns a child protection issue and is not already covered by the procedure set out in the Safeguarding Children policy)
- Ultimately, with the police (if a crime is thought to have been committed).

If the member of staff or associate is still uncertain about how to proceed with the concern, he or she can contact the whistle-blowing charity PCAW (Public Concern at Work) for advice.

Responding to a concern

Initial enquiries will usually involve a meeting with the individual raising the concern, and will decide whether an investigation is appropriate and, if so, what form it should take. If a concern relates to issues which fall within the scope of other policies, it will be addressed under those policies. If the initial meeting does not resolve the concern, further investigation is required. The appropriate person will investigate the concerns thoroughly, ensuring that a written response can be provided within ten working days where feasible, or if this is not possible, giving a date by which, the final response can be expected. The response should include details of how the matter was investigated, conclusions drawn from the investigation, and who to contact if the member of staff or associate is unhappy with the response and wishes to take the matter further.

Rights and responsibilities of the whistle blower

All concerns will be treated in confidence and **Jigsaw AP** will make every effort not to reveal the identity of anyone raising a concern in good faith. At the appropriate time, however, the member of staff or associate may need to come forward as a witness. If a member of staff or associate raises a concern in good faith which is then not confirmed by the investigation, no action will be taken against that person. If the investigation concludes that the member of staff or associate maliciously fabricated the allegations, disciplinary action may be taken against that person.

Conclusion

Existing good practice within Jigsaw AP in terms of its systems of internal control, both financial and non-financial, and the external regulatory environment in which the organisation operates, ensure that cases of suspected fraud or impropriety rarely occur. This whistleblowing policy is provided as a reference document to establish a framework within which issues can be raised confidentially internally and if necessary outside the management structure of **Jigsaw AP**. This document is a public commitment that concerns are taken seriously and will be actioned. Any actions arising from allegations/investigation must be in accord with **Jigsaw AP's** disciplinary procedure, which should cover all of the potential areas of concern.

Contact information

- <https://beta.bathnes.gov.uk/form/report-a-whistleblowing>



- LADO (Local Authority Designated Officer): 01225 396 111 or 01225 477 929
- LSCB (Local Safeguarding Children Board): Dami_howard@bathnes.gov.uk
- Ofsted: 0300 123 1231
- PCAW (Public Concern at Work): 020 7404 6609 (website: www.pcaw.org.uk)

This policy was adopted by: Jigsaw AP	Date: 25.10.23
To be reviewed: 01.07.24	Signed: M. Gunning
Reviewed: 15.08.25	E.J Wilmot
To be reviewed: 01.07.26	

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Health [3.45-3.46]*