Newport Live Whistleblowing Procedure

It is everybody’s responsibility to safeguard children and adults at risk. As an organisation, we are committed to encouraging and maintaining a culture where people feel able to raise a genuine safeguarding concern and are confident that it will be taken seriously. This term is sometimes called whistleblowing.

In the context of safeguarding, “whistleblowing” is when someone raises a concern about the well-being of a child or an adult at risk.

A whistle-blower may be:

* a competitor/player;
* a customer
* a volunteer;
* a coach;
* other member of staff;
* an official;
* a parent;
* a member of the public.

**How to raise a concern about a child or an adult at risk**

Whether it is a member of staff or a member of the public, the following procedures should be actioned.

If you have a concern regarding a child or adult at risk and if they are in immediate danger or risk of harm, the police should be contacted by calling 101/999.

Where a child or an adult at risk is not in immediate danger, any concerns about their well-being should be made without delay to your Line Manager and if appropriate the Duty Officer/Leisure Operations Officer, who will investigate the incident and report to the Safeguarding Officer. The Safeguarding Officer can be contacted on 01633 233685.

The Safeguarding Officer or designated officer will pass the details of the concern on to the Duty and Assessment Team of Newport City Council and the police will be contacted, where appropriate. If the incident reported was during a club environment, It may also be appropriate for the Safeguarding Officer to inform the Safeguarding Team of the Sports National Governing Body.

If, however, the whistle blower does not feel comfortable raising a concern with Newport Live, the whistle blower should contact one of the following,

* the Duty and Assessment Team of Newport City Council, Social Services on 01633 656656 (Out of Hours 0800 328 4432).
* the NSPCC on 0808 800 5000.
* National Governing Body Safeguarding Team (Contact details will be available on the relevant body websites).

**Information to include when raising a concern**

The whistle blower should provide as much information as possible regarding the incident or circumstance which has given rise to the concern, including:

* their name and contact details (unless they wish to remain anonymous);
* names of individuals involved;
* date, time and location of incident/circumstance; and
* whether any witnesses were present.

**What happens next?**

All concerns raised by a whistle blower about the well-being of a child or an adult at risk will be taken seriously and every effort will be made to deal with each concern fairly, quickly and proportionately.

If the whistle blower does not believe that the concern has been dealt with appropriately and wishes to speak to someone outside the organisation, the NSPCC Whistleblowing advice line should be contacted on 0800 028 0285 or by emailing **help@nspcc.org.uk**.

**Support and Disciplinary**

Newport Live will ensure that the person making the disclosure is provided with appropriate support mechanisms. This support and contact will be reviewed as and when appropriate.

if it is identified that an employee who discloses a concern is the victim of harassment or victimisation, this should be deemed as a disciplinary offence, and should be investigated under Newport Lives Disciplinary Policy