



Carlisle United RAISING CONCERNS – “WHISTLEBLOWING POLICY”

Where reference is made to Carlisle United this covers Carlisle United, the Academy Department, not the Community Sports Trust or Carlisle United Ladies which have their own safeguarding arrangements

This policy applies to all Club players and staff and directors and advisors, together known as “Employees”.

It is important to the Club that any fraud, misconduct or wrongdoing – including of a safeguarding nature, by Employees or officers of the Club is reported and properly dealt with. **The Club therefore encourages all individuals to raise any concerns that they may have about the conduct of others in the Club/business or the way in which the Club/ business is run.** This policy sets out the way in which individuals may raise any concerns that they have and how those concerns will be dealt with.

QUALIFYING DISCLOSURE

The law provides protection for Employees and others who raise legitimate concerns about specified matters.

For the purposes of this policy reference to “employees” covers all staff including players. These are called “qualifying disclosures”. A qualifying disclosure is one made in the public interest by an employee who has a reasonable belief that:

- a. A criminal offence
- b. A miscarriage of justice
- c. An act creating risk to health and safety
- d. An act causing damage to the Club
- e. Damaged breach of any other legal obligation; or
- f. Concealment of any of the above

Is being, has been, or is likely to be, committed. It is not necessary for the Employee to have proof that such an act is being, has been, or is likely to be, committed – a reasonable belief is sufficient. The Employee has no responsibility for investigating the matter – it is the club’s responsibility to ensure that an investigation takes place.

An Employee who makes such a protected disclosure has the right not to be dismissed in the first instance.

If an Employee or someone else is not sure whether or not to raise a concern, he/she should discuss the issue with his/her Line Manager, Academy Manager, Designated Safeguarding Officer, the Chief Executive or other director of the Holdings Board. They will report it and the Club will follow this policy.



PRINCIPLES

- a. Everyone should be aware of the importance of preventing and eliminating wrongdoing at work. Employees should be watchful for illegal or unethical conduct and report anything of that nature that they become aware of
- b. Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the Employee who raised the issue
- c. No Employee will be victimised for raising a matter under this procedure. This means that the continued employment and opportunities for future promotion or training of the Employee will not be prejudiced because he/she has raised a legitimate concern
- d. Victimisation of an Employee for raising a qualified disclosure will be a disciplinary offence
- e. If misconduct is discovered as a result of any investigation under this procedure the club's disciplinary procedure will be used, in addition to any appropriate external measures
- f. Maliciously making a false allegation is a disciplinary offence
- g. An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority such as a coach, manager, or Employee, you should not agree to remain silent, they should report the matter to the Chief Executive.
- h. The Club follows the guidance in relation to the positions of trust as detailed in the Sexual Offences Act 2003.

PROCEDURE

This procedure is for disclosures about matters other than a breach of an Employee's own contract of employment. If an Employee is concerned that his/her own contract has been, or is likely to be, broken, he/she should use the club's grievance procedure.

The Club is committed to address any issues of malpractice and positively encourages Employees to use the available channels to raise any concerns they may have.

Employees should raise a complaint in writing to their line manager.

The line manager (or the person who carried out the investigation) will then report to the Chief Executive, who will meet with you to discuss your concern and gather and appropriate evidence. Your complaint will then be investigated in full and, on conclusion of the investigation, take any necessary action, including reporting the matter to any appropriate government department or regulatory agency.

If disciplinary action is required against any Employee of the Club, the line manager (or the person who carried out the investigation) will report the matter to the Chief Executive who will start the disciplinary procedure.

On conclusion of any investigation, you will be told the outcome of the investigation and what the Chief Executive has done, or proposes to do, about it. If no action is to be taken, the reason for this will be explained.

If the Employee is concerned that his/her coach/line manager is involved in the wrongdoing, has failed to make a proper investigation or has failed to report the outcome of the investigations to the board, he/she should inform the Designated Safeguarding Officer (DSO), who will arrange for another manager to review the investigation carried out, make any necessary enquiries and make his/her own report to the Chief Executive.

If for any other reason the Employee does not wish to approach his/her line manager he/she should also in the first instance contact the Chief Executive – as above. Any approach to the Chief Executive Officer will be treated with the strictest confidence and the Employee's identity will not be disclosed without his/her prior consent.



If the matter concerns the Chief Executive it should be directed to the DSO who will inform the Chairman and a Holdings Board director will deal with the complaint and report to the Holdings Board.

Safeguarding contacts

Remember that in an emergency or where there is risk to life you should contact the police immediately.

If you have concerns you wish to raise with the Club please contact:

- Senior Safeguarding Manager Nigel Clibbens nigel.clibbens@carlisleunited.co.uk
- Designated Safeguarding Officer Scott Taylor scott.taylor@carlisleunited.co.uk
07708959007
- Matchday Safeguarding Officer Sarah McKnight sarah.mcknight@carlisleunited.co.uk
Telephone 0330 094 5930

Other Safeguarding contacts in football:

Whilst any safeguarding concern should be raised with the Club Safeguarding contacts in the first instance we recognise that this may not always be possible or appropriate. Below are the contact details for footballing partners with whom safeguarding concerns in relation to the Club can be discussed:

The English Football League Safeguarding Team

Tel: 01772 325940

Email: safeguarding@efl.com

If they concern regards a person in employed in footballs conduct towards a child:

The FA Safeguarding Team


Any Employee with concerns about any conduct towards a child or young person can use whistle-blowing procedures by calling 0800 169 1863 and asking for The FA's safeguarding team, or via email to: safeguarding@TheFA.com

Tel: 0800 169 1863

Email: Safeguarding@TheFA.com

Alternatively, concerns can be reported to:

- Direct to the local Police or Children's Social Care services, or
- The Child Protection in Sport Unit at cpsu@nspcc.org.uk, or
- The NSPCC Helpline on 0808 800 5000 or email: help@nspcc.org.uk

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