** Precision Target shooting for the Physically Disabled**

 **DTSGB Holdings Limited. Head Office** Stoke Mandeville Stadium, Guttmann Road, Aylesbury. HP21 9PP.

 Web Site: [www.disabilityshooting-gb.org](http://www.disabilityshooting-gb.org)

 Mailto: DSGB Safeguarding Officer

**Whistle Blowing Policy**

**Making a disclosure in the public interest**

**Commitment**

The Company is committed to the highest standards of openness, probity and accountability.

An important aspect of accountability and transparency is a mechanism to enable Team members and any other person who has a connection with the Company to voice concerns in a responsible and effective manner.

It is a fundamental condition of working with the Company that all Team members faithfully serve the Company and do not disclose confidential information about the Company's affairs.

Nevertheless, where a Team member or others discovers information which they believe shows serious malpractice or wrongdoing within the organisation then this information should be disclosed without fear of reprisal, and there should be arrangements to enable this to be done independently of line management (although in relatively minor instances the line manager may be the appropriate person to be informed).

Whistleblowing legislation is set out in the Employment Rights Act 1996 (“ERA”), as amended by the Public Interest Disclosure Act 1998(“PIDA”).

The ERA sets out the basis upon which persons can make a disclosure in the public interest about the activities of the Company and any person within the Company. This Act places on a statutory footing the protection to be afforded to protect persons from an act of victimisation by the Company or any of its Team members following a disclosure.

The Company has resolved that in applying its Whistle Blowing Policy all the provisions shall apply equally to the directors of Company and all its Team members.

The ERA & PIDA gives legal protection to persons against being dismissed or penalised by the Company because of publicly disclosing certain serious concerns. The Company has endorsed the provisions set out below so as to ensure that none of its Team members or others should feel at a disadvantage in raising legitimate concerns.

It should be emphasised that this policy is intended to assist individuals who believe they have discovered malpractice or impropriety. It is not intended to be used to question or challenge financial or business decisions taken by the Company nor should it be used to attempt to reopen any matters which have already been addressed under harassment, complaint, disciplinary or other procedures.

It is expected that Team members and staff will use the procedures in this policy, rather than raising their concerns outside the Company. Consequently, any Team member or staff member who raises concerns about the Company in public or any of its officers, line managers, members, support staff and athletes without having first followed the Company’s Whistle Blowing procedures may be subject to disciplinary proceedings.

**Scope of Policy**

This policy is designed to enable Team members and others to raise concerns at a high level and to disclose information which the individual believes shows malpractice or impropriety. This policy is intended to cover concerns which are in the public interest and may at least initially be investigated separately but might then lead to the invocation of other procedures e.g. disciplinary. These concerns could include:

* financial malpractice, impropriety or fraud
* failure to comply with a legal obligation or Statutes
* dangers to the health & safety of an individual or the environment
* criminal offence
* improper conduct or unethical behaviour
* doping
* attempts to conceal any of the above

**The following action that should be taken by Team members or other persons if any of the above listed items are suspected or discovered**.

* Assemble as much information as possible and prepare a written statement of the allegation and summary of the supporting evidence.
* Keep a copy for your own records.
* Send a copy to the Safeguarding and Equality Officer (Note: identify this person, and include their contact details in this document), the copy may be signed or sent anonymously.
* If the Safeguarding and Equality Officer is the focus of the alleged misconduct then send the statement to the DSGB CEO.
* If the SEO and CEO are both implicated the whistle blower should contact one of the Company’s Non-executive Directors (also to be identified and contact details to be included in this document)
* Do not send any copies to any other person at this time.
* A response will be made within seven days. This will either be a request to attend an interview or if it is an anonymous allegation a notice will be posted on the Company website confirming the Company is undertaking an investigation into alleged misconduct. The whistleblower will be informed who will be present if an interview is arranged.
* If no response has been made within seven days, copies of any evidence or statements should be sent to the Company Secretary who will distribute copies to all the directors of DSGB Limited.
* If an anonymous allegation is made the recipient will ask the person who has written the statement to make themselves known to him/her in the strictest of confidence so that a full investigation can be undertaken.
* When a person has either signed the statement in the first place or subsequently confirmed their name when asked, the Company undertakes to preserve complete confidentiality.

If during any investigation it is discovered that false accusations or malicious allegations or statements have been made, the Company reserves the right to investigate fully the circumstances that prompted the allegations and may, at its sole discretion, take disciplinary or other appropriate action against any person who has brought false or malicious allegations against another officer(s), line manager(s), member(s), support staff and athletes.

**Review date**

This policy will be reviewed no later than October 2018 or sooner in the event of legislative changes or revised policies and best practice.