

## **Whistleblowing Procedure**

Football Icon Camps Ltd

January 1st 2026

### **Purpose**

The purpose of this procedure is to encourage employees, volunteers and contractors to report concerns about poor practice, wrongdoing or risks to children. The organisation is committed to creating an open and honest culture where concerns can be raised without fear of punishment or unfair treatment.

### **What is Whistleblowing**

Whistleblowing is when a member of staff reports a concern about something that is illegal, unsafe, dishonest or harmful to children, staff or the organisation.

### **Examples include**

Safeguarding concerns about a child or young person

Health and safety risks

Fraud or financial misconduct

Bullying, harassment or discrimination

Covering up wrongdoing

### **Who Can Raise a Concern**

This procedure applies to

Employees

Volunteers

Agency workers

Contractors

Anyone working on behalf of the holiday camp

### **How to Raise a Concern**

Concerns should be raised as soon as possible.

#### **Step 1**

Speak to the Camp Manager or the Designated Safeguarding Lead, Adam Cash

#### **Step 2**

If the concern involves the manager or you do not feel comfortable reporting to them, contact the business owner or director.

#### **Step 3**

If you believe a child is in immediate danger, contact children's services or the Local Authority Designated Officer directly.

### **Information to Provide**

When raising a concern, provide as much information as possible.

Your name and role

What happened

Dates, times and locations if known

Names of people involved if known

Any evidence or witnesses

## **Confidentiality**

All concerns will be treated seriously and handled sensitively. The organisation will aim to keep the identity of the whistleblower confidential where possible. Anonymous reports will be considered, although this may make investigation more difficult.

## **Protection for Whistleblowers**

No employee or volunteer will suffer dismissal, disciplinary action or unfair treatment for raising a genuine concern, even if it later proves to be mistaken. Any form of victimisation or retaliation against a whistleblower will be treated as a disciplinary matter.

## **How Concerns Will Be Handled**

The concern will be recorded.

An initial review will take place.

An investigation will be carried out if necessary.

Appropriate action will be taken, which may include training, disciplinary action or referral to external authorities.

Feedback will be provided where appropriate, while respecting confidentiality.

## **External Reporting**

If a concern is not addressed internally, individuals may contact external organisations such as

Ofsted

NSPCC Whistleblowing Helpline

Local Authority Safeguarding Team

## **Review of Procedure**

This procedure will be reviewed annually or sooner if legislation or guidance changes.

## **Staff Awareness**

All staff and volunteers will be made aware of this procedure during induction and through regular training so they feel confident and supported to speak up.

Signature: Adam Cash

Position: Director

Date: 1st January 2026