



# Whistleblowing Policy

Version 2  
Last Reviewed – 07/06/2023  
Next Review Date – 07/06/2024  
Responsibility: Envisage Owner & Managers

## Envisage Whistleblowing Policy

### Aim

Whistleblowing encourages and enables team members to raise serious concerns **within** the organisation rather than overlooking a problem or 'blowing the whistle' outside. The policy applies to all team members (including authorised volunteers or work experience candidates).

### The aim of the policy is:

- To provide avenues for all to raise concerns in confidence and receive feedback on any action taken.
- To ensure that all our team members receive a response to their concerns and that they are aware of how to pursue them if they are not satisfied.
- To reassure all team members that they will be protected from possible reprisals or victimisation if they have a reasonable belief that they have made a disclosure in good faith

### Types of concern

Disclosures relating to:

- Conduct that is an offence or a breach of law.
- A miscarriage of justice.
- Health and safety risks, including risks to the public as well as other members of staff.
- Damage to the environment.
- The unauthorised use of public funds
- Possible fraud and corruption
- Sexual or physical abuse of clients or other members of staff
- Any coercive, abusive, exploitive, inappropriate and unethical actions, conduct or behaviour by Envisage staff, learner and incidents by staff and/or customers in a business partners and gym supplier environment. This can include action, behaviour and incident that is by Envisage's Anti (Modern) Slavery Policy and Statement.

### Confidentiality

All concerns will be treated in confidence and every effort will be made not to reveal the identity of the whistleblower if they so wish. It may however, at the appropriate time, be necessary for the whistleblower to come forward as a witness.

If you are able to provide your personal contact details, you will be contacted by the Envisage senior staff member who is dealing with your concern by text or email within 24 hours to confirm that your concerns have been registered and is being investigated. You will receive further information on the progress of the investigation within **10 working days of registering your concern or on completion of the investigation, whichever is sooner.**

This policy encourages all learners and Envisage staff to put their name to their concern whenever possible. Please note that:

Learners and Envisage Staff **must**:

- Disclose information in good faith.
- Believe the information to be substantially true.

Learners and Envisage Staff **must not**:

- Act maliciously or make false allegations.
- Seek any personal gain

## How to raise a concern

Learners and Envisage staff should initially raise any concerns (either verbally or in writing) if possible with their tutor, or if not possible and it involves a confidential concern, the concern should be raised with the Envisage Owner or an Envisage Manager.

This may however, depend, upon the seriousness and sensitivity of the issues raised and related to the individual(s) with which the Whistleblowing concern is.

For example, if the concern is with a learner in your class, or a concern in the gym where the training and learning is taking place, please in the first instance speak with your tutor/assessor. If your concern is confidential and relates to an Envisage member of staff, you should contact one of the staff listed below as soon as possible.

### Managers contact details:

Adam Stancey  
English Institute of Sport  
Coleridge Road  
Sheffield  
S9 5DA  
Mobile: 07956525620

Laura Shepherd  
English Institute of Sport  
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### Director/Owner contact details:

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