



Whistleblowing Policy

Version 3
Last Reviewed – 07/07/2025
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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 provide staff with the guidance as to how to raise those concerns.
- 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.

What is Whistleblowing?

Whistleblowing is the disclosure of information which relates to suspected wrongdoing or dangers at work. This may include:

- 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.
- Failure to comply with any legal or professional obligation or regulatory requirements.
- Damage to the environment.
- The unauthorised use of public funds
- Negligence.
- Financial fraud or mismanagement.
- 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 another business environment or gym supplier environment. This can include action, behaviour and incident that is by Envisage's Anti (Modern) Slavery Policy and Statement.

A whistleblower is a person who raises a genuine concern relating to any of the above. If you have a genuine concern related to suspected wrongdoing or danger on any of our courses, you should report it under this policy.

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.

You can also seek advice independently from Public Concern at Work, this is an independent Whistleblowing charity, who offer a confidential helpline. Their contact details can be found at the end of the policy.

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.

If you are not satisfied with the outcome

We cannot guarantee the outcome you may be seeking, but we can deal with your concern fairly and in an appropriate way.

If you are not happy with the way in which your concern has been handled, you can raise it with another manager or the Envisage Owner.

Protection and support for Whistleblowers

You may be concerned or worried about possible repercussions from reporting any issues, we aim to encourage openness and will support staff who raise genuine concerns under this policy, even if they turn out to be mistaken.

Staff and learners must not suffer any detrimental treatment as a result of raising a concern. If you believe you have suffered any unfavourable treatment, such as disciplinary action or threats, you should inform the Envisage Owner.

Staff must not threaten or retaliate against Whistleblowers in any way, if you are involved in such conduct, you may be subject to disciplinary action.

Support contact details:

Public Concern at Work

(Independent Whistleblowing charity)

Helpline: 020 7404 6609 E-mail: whistle@pcaw.co.uk Website: www.pcaw.co.uk

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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