



# British Ju-Jitsu Association Governing Body

## Whistleblowing Policy

Version	Author	Date	Review Date
1	K Beddows	February 2014	February 2017
2	D Sutherill	February 2017	February 2020
3	D Sutherill	December 2019	December 2022
4	Martin Dixon	June 2022	June 2025

### Introduction

The British Ju-Jitsu Association GB sets and expects the highest standards of conduct from our Executive Committee members, member associations and clubs and contracted partners.

This Policy applies to the BJJ GB and its usual business. We will also promote its use among our member associations and clubs to ensure good practice, however, these may have their own policies and procedures as separate entities.

This Policy is intended:

- to cover concerns that fall outside the scope of other existing policies and procedures;
- to encourage individuals to feel confident in raising concerns;
- to provide a method of raising concerns and to receive feedback on any action taken;
- to ensure that individuals receive a response to their concerns and that they are aware of how to pursue them if they are not satisfied;
- to reassure individuals that they will be protected from reprisals or victimisation for whistleblowing in good faith.

To assist the BJJ GB to achieve high standards, the Executive Committee members, member associations and clubs and contracted partners need to be able to raise concerns about fraud, crime, breaches of policies and serious risks that undermine the reputation of the BJJ GB.



We know that sometimes things may go wrong or that someone may ignore our policies, procedures or the law resulting in serious consequences. The Executive Committee members, member associations and clubs and contracted partners or others who work on behalf of the BJJ GB sometimes have worries or suspicions. By reporting their concerns at an early stage, they can help to put things right or identify and stop potential wrongdoing. Whistleblowing does not replace current BJJ GB policies and procedures. It is different from the grievance procedure which refers to an individual's personal employment relationship with their employer. Whistleblowing arrangements are not intended to give an individual a further opportunity to pursue a grievance once other relevant employment procedures have been exhausted. The BJJ GB whistleblowing arrangements do not replace the following BJJ GB policies:

- Safeguarding and Child Protection Policy
- Safeguarding Adults Policy
- Equality, Diversity and Inclusion policy
- Complaints Policy
- Disciplinary Regulations
- Codes of Conduct
- Code of Ethics
- Bullying, Harassment and Discrimination Policy
- Grievance Procedure

You should only consider raising concerns through the BJJ GB Whistleblowing Policy if:

- you have genuine reasons why you cannot use the above policies and procedures;
- you have a reason to believe that these policies are not being properly applied;
- there is a public interest aspect.

The BJJ GB are committed to this Policy. We take all concerns seriously and will not tolerate any reprisals such as harassment, victimisation or bullying, because of raising a concern in the genuine belief that it is, or maybe, true. In the event of you experiencing problems because of raising a concern, it will be treated under existing policies and procedures in place listed above.

## Scope

All those involved in activity carried out under the jurisdiction of the BJJ GB are covered by this Policy.

- This Policy applies to all those who work for the BJJ GB whether full time or part time, self-employed, employed through an agency or as a volunteer. Our policy also applies to those supplying services to or on behalf of the BJJ GB.
- This Policy is intended to cover concerns that fall outside the scope of existing procedures. The BJJ GB also has a range of policies, codes, manuals and procedures, which set out the standards of behaviour expected of members, staff and volunteers. If you have a complaint about the BJJ GB services, policies, practices or disciplinary regulations, please refer to these policies and procedures.
- If you are a member of the Executive Committee or a volunteer and have queries about the most appropriate course of action, you can get free confidential practical advice from Public Concern at Work which is an independent whistleblowing charity. Telephone



whistleblowing advice line on 0207 404 6609 or email [whistle@pcaw.org.uk](mailto:whistle@pcaw.org.uk)

## Definition

A whistleblower is a term used for a person who works or volunteers for an organisation and raises an honest concern about a fraud, danger or illegality that could threaten colleagues, services users, members of the public or the reputation of the organisation. The whistleblower is not normally involved in the activity but wishes to alert others. Whistleblowers are witnesses to a malpractice and must not be penalised for any disclosure of information. The BJJ GB is committed to encouraging a culture of openness: to uphold the reputation of the organisation, maintain the sport's and the public's confidence, and to protect its members (participants, coaches, staff, officials, volunteers etc.).

It is in the interests of the sport and the BJJ GB membership that individuals with genuine concerns are able to raise them in a confidential and effective way. This Policy outlines the mechanism by which concerns can be lodged with the BJJ GB and addressed appropriately. Anyone approaching the BJJ GB, in good faith, with information regarding matters of wrongdoing, such as fraud, misappropriation, bad practice in safeguarding children and adults at risk, discrimination or breach of codes of conduct, by staff (including contractors) or volunteers working for the BJJ GB, will have the matter dealt with in an appropriate manner with a duty of care to all those involved.

## Safeguards

If Executive Committee members, volunteers, members and contracted partners bring information about wrongdoing to the attention of their employers or a relevant organisation, they are protected in certain circumstances under the Public Interest Disclosure Act 1998. This is commonly referred to as 'blowing the whistle'. The law that protects whistleblowers is for the public interest, so that people can speak out if they find malpractice in an organisation. We recognise that you may be worried about formally raising a concern for a number of reasons:

- fear of reprisals or victimisation (e.g. loss of job);
- too much to lose (reputation, damage to career);
- feelings of disloyalty;
- worries about who may be involved;
- concern that there is no proof, only suspicions;
- fear of repercussions if there is no evidence or you are proved wrong.

We would like to assure you that if you raise a concern:

- 'Openly' - we will protect you from reprisals. The BJJ GB will not tolerate any harassment or victimisation and will take appropriate action to protect individuals when they raise a concern in good faith.
- 'Confidentially' - we will protect you from reprisals and will not disclose your identity without your consent, unless required by law. The BJJ GB may have to breach confidentiality if we are required to report the matter to the police. Such disclosure will be



discussed with the staff member, volunteer, member or contracted partner to minimise the impact.

- 'Anonymously' – employees, volunteers, members or contracted partners can submit their concerns anonymously. However, they are encouraged to disclose their identity as this helps the investigation and allows for feedback.

## Untrue Allegations

If an individual makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against them. If, however, it is established that they have made malicious or frivolous allegations, or for personal gain, disciplinary action may be taken against them. In such cases, the BJJ GB disciplinary procedure will apply.

## Raising a Concern

### Step One

- The seriousness of the issue may influence who you decide to raise it with. In the first instance, you should raise your concern with your immediate line manager or alternatively raise the issue with the Designated Officer as outlined in step two.
- When raising your issue, it can be done verbally or in writing. We ask that you explain as fully as you can the information or circumstances that gave rise to your concern. If you have any personal interest in the matter, please inform this to whoever you are reporting the matter to.

### Step Two

- Please raise your concern with the Designated Officer who has been given special responsibility in dealing with whistleblowing concerns.
- The following person has been nominated and agreed by the BJJ GB as the Designated Officer for whistleblowing:

Name: Martin Dixon, Chairman

Telephone: 07850 317 553

Email: [bjjagb@icloud.com](mailto:bjjagb@icloud.com)

## Role of the Designated Officer

The Designated Officer has overall responsibility for the maintenance and operation of this Whistleblowing Policy and will act as a point of contact for those wishing to raise a concern under the provisions of this Policy.

The Designated Officer will acknowledge in writing within 5 working days that a concern has been received. If the concern or issue raised is about the person nominated as the Designated Officer for the BJJ GB, the Vice Chair will decide on what action should be taken and, where appropriate,



how any investigation will proceed.

## **How your concern will be handled**

Once you have informed us of your concern, it will be assessed to see what further action may be needed. The manager or Designated Officer will listen carefully to your concern/complaint and not prejudge the issue. It is helpful if the Designated Officer can establish the following information:

- when the concern first arose and, where relevant, what prompted the decision to speak up;
- whether the information is first-hand or hearsay;
- when the approach is to the Designated Officer, whether the Executive Committee member or volunteer has raised the issue with anyone else; if not, why they did not feel able to and if they did what the outcome was;
- whether confidentiality is sought, if so the extent and practicality;
- if the member or volunteer is anxious about reprisals.

The person raising the concern or allegation will be acknowledged in writing within 5 working days that the concern has been received. If the issue has been raised with another member of the Executive Committee, they must send a copy of the concern raised to the Designated Officer. It may be necessary to remove the names to make it anonymous, if requested.

The response will depend on the nature of the concern and could be:

- advice only;
- resolved by agreed action without the need for an investigation;
- investigated internally;
- referred to the Safeguarding Officer (child protection or adults at risk);
- referred to the police;
- referred to an external auditor;
- subject to an independent inquiry;

The whistleblower will be kept informed in writing on how the Designated Officer intends to deal with the issue raised. This will include:

- an estimate of how long it will take to provide a final response (where known);
- if initial enquiries have been made;
- if further investigation is required, if not, why not (where appropriate);
- who is investigating the issue or complaint;
- information on how we will inform you of progress.

Whenever possible, we will give you feedback on the outcome of any investigation. Please note however, that we may not be able to tell you about the precise actions we have taken where this would infringe a duty of confidence to another person.

The amount of contact between the people considering the issues and the whistleblower will depend on the nature of the matters raised, the potential difficulties involved, and the clarity of



the information provided. If necessary, further information will be sought from the whistleblower as part of the investigation process. When any meeting is arranged, the whistleblower has the right, if they so wish, to be accompanied by a friend or a person of their choice who is not involved in the matter to which the concern relates.

The BJJA GB will take steps to minimise any difficulties individuals may experience as a result of raising a concern. For instance, if the whistleblower is required to give evidence in criminal or disciplinary proceedings, the BJJA GB will advise them about the procedure. The BJJA GB accepts that the whistleblower needs to be assured that the matter has been properly addressed. Subject to legal constraints, they will receive information about the outcomes of any investigations, and the action that is to be taken against those whose actions caused them concern. Also, if appropriate, what policy changes are to be made to minimise the possibility of a similar concern being raised in the future.

The whistleblowing law is contained in the Public Interest Disclosure Act 1998 (PIDA). Public bodies are required to have a Whistleblowing Policy and ensure their employees are not victimised or dismissed for raising their concerns internally. This also applies to those who, as a last resort, feel the need to take their concerns to an outside body. We welcome all genuine concerns and will treat your issues seriously. No action will be taken against you if you have raised a concern in the genuine belief that it is, or may be, true. If you knowingly make a false allegation you will not be eligible for protection under PIDA.

## Accountability

This Policy is fully supported by the BJJA GB Executive Committee who are responsible for its implementation across the BJJA GB and all of its member associations and clubs.

## Contact

If you have any feedback about this Policy, you can contact BJJA GB via:

Phone: 03333 2020 39

Fax: +441254391234

Email: [bjjagb@icloud.com](mailto:bjjagb@icloud.com)