



**SHEFFIELD UNIVERSITY
BANKERS HOCKEY CLUB**
SUBHC

Sheffield University Bankers Hockey Club Whistleblowing Policy



Sheffield University Bankers Hockey Club

Policy Owner: SUBHC Vice Chair (2026–27 Season, Richard Kirtley)

Approved by SUBHC Committee: 01/09/2026

Signed: *Christina Woods* (SUBHC Club Chair Woman, Christina Woods)

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Sheffield University Bankers Hockey Club

Whistleblowing Policy

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Whistleblowing Policy

Sheffield University Bankers Hockey Club (SUBHC) is committed to maintaining a culture where it is safe, and acceptable, for all those involved in hockey to raise concerns about unacceptable practice and misconduct.

You may be the first to recognise something is wrong, but you may not feel able to express your concerns out of a belief that this would be disloyal to colleagues, or you may fear harassment, victimisation, or disadvantage.

These feelings, however natural, must never result in a child, young person or adult continuing to be unnecessarily at risk. Remember, it is often the most vulnerable children, young persons or adults who are targeted. These children, young persons or adults need someone like you to safeguard their welfare. Those involved in the sport must acknowledge their individual responsibilities to bring matters of concern to the attention of the relevant people and/or agencies. Although this can be difficult, it is particularly important where the welfare of children, young persons or adults may be at risk.

SUBHC assures all involved in sport that they will be treated fairly and that all concerns will be properly considered. In cases where the suspicions prove to be unfounded, no action will be taken against those who report their suspicions/allegations, provided they acted in good faith and without malicious intent. The Public Interest Disclosure Act 1998 protects whistle blowers from victimisation, discipline, or dismissal where they raise genuine concerns of misconduct or malpractice.

Reasons for Whistleblowing

Everyone has a responsibility for raising concerns about unacceptable practice or behaviour:

- To prevent the problem worsening or widening
- To protect or reduce risk to others
- To prevent becoming implicated yourself

What stops people from Whistleblowing?

- Starting a chain of events which spirals
- Disrupting work or training
- Fear of getting it wrong
- Fear of repercussions or damaging careers
- Fear of not being believed

What happens next?

- You should be given information on the nature and progress of any enquiries.
- All concerns will be treated in confidence. During the process of investigating the matter, every effort will be made to keep the identity of those raising the concern unknown, except to the minimum number of individuals practicable.
- SUBHC's Welfare Officer, County Welfare Officer and the Governing Body have a responsibility to protect you from harassment or victimisation.
- No action will be taken against you if the concern proves to be unfounded and was raised in good faith.
- Malicious allegations may be considered a disciplinary offence.

Procedures

Should suspicions be raised via a "tip off", the person receiving the tip off should attempt to obtain the following information from the informant:

- Name, address, and telephone number
- Names of individuals involved
- The manner of the alleged incident/s or circumstances
- Whether they will submit any evidence (if applicable)
- How they became aware of the nature of the allegation

You should not attempt to deal with any allegation or suspicion yourself, rather follow the procedure outlined in the "Who do I tell?" section below.

Specifically, do *not*:

- Inform the person about whom the concern was raised
- Inform any other members, participants, or volunteers
- Commence your own investigation
- Annotate or remove evidence
- Delay in reporting the suspicion

Also do not assume:

- "All is well, otherwise it would have been spotted earlier"
- "It doesn't matter" or "no harm will arise"
- "Ignore it as it is not my responsibility"
- "Someone else must have reported it already"

Who do I tell?

The first person you should report your suspicion or allegation to is SUBHC's Vice Chair or Safeguarding Team. This is:

Club Vice Chair: Richard Kirtley

Email Address: vicechair.subhc@gmail.com

Contact Number: 07507 064553

Designated Safeguarding Lead (DSL): Christina Woods

Email Address: cwoods219@gmail.com

Contact Number: 07986 132885

Deputy Designated Safeguarding Lead: Joanne Woolley

Email Address: jo_woolley@hotmail.co.uk

Contact Number: 07800 604467

If for any reason you cannot, or do not wish to report the matter to the Club Safeguarding Team you should refer to the [Welfare Procedure for the specific sport](#).

Please refer to the 'SUBHC Safeguarding Policy Club Members Flow Diagram and Advice' document for further information on how to do this. A template for an Incident Report Form is included amongst these policies.

Feedback

The amount of feedback relating to the issue will vary depending on the nature and result of the investigations. However, where possible, those who have raised concerns will be kept informed of the progress and conclusion of investigations, although they may not be informed of the detail unless they would need this information to safeguard children, young persons, or adults.