

Whistleblowing Policy

Date of last review	April 2026	Reviewed by	Head of Foundation
Date of next review	April 2029	To be reviewed by	Head of Foundation

Aims of this Policy

It is important that any criminal behaviour, wrongdoing, or behaviour which jeopardises the safety or welfare of any agent associated with Cambridge United Foundation (CUF) (service-user, volunteer, member of staff etc.) by an employee of CUF, or any individual undertaking work with CUF, is reported and properly dealt with.

This Whistleblowing Policy is underpinned by the [Public Interest Disclosure Act 1998](#) (known as the Whistleblowers Act). This gives legal protection to employees against being dismissed or penalised by their employers as a result of publicly disclosing certain serious concerns. CUF is committed to ensuring that no member of staff should feel at a disadvantage in raising legitimate concerns.

Scope of the Policy

This policy is intended to cover concerns which are in the public interest and may at least initially be investigated separately but might then lead to other procedures e.g., disciplinary.

These concerns could include:

- Financial malpractice or impropriety or fraud.
- Failure to comply with a legal obligation or Statutes.
- Dangers to Health & Safety or the environment.
- Criminal activity.
- Improper conduct or unethical behaviour.
- Behaviour which jeopardises the safety or welfare of children, young people or vulnerable adults.
- Attempts to conceal any of these.

Confidentiality

CUF will treat all such disclosures in a confidential and sensitive manner. The identity of the employee making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation. However, the investigation process may reveal the source of the information and the individual making the disclosure may need to provide a statement as part of the evidence required.

Procedure

If an employee has a concern, they should first raise it with their Line Manager verbally or in writing. If they feel that this person may be involved or do not wish to approach them, then they should approach the Designated Safeguarding Officer of the Foundation (melanieb@cambridgeunited.com). or the Head of Foundation (vickyn@cambridgeunited.com), but if they feel uncomfortable reporting to these then they should report it to the Chair of the Board of Trustees, Godric Smith (godrics@cambridgeunited.com).

Any adult or young person with concerns about a colleague can also use the FA's whistleblowing by calling **0800 169 1863** and asking for The FA's safeguarding team, or via email on safeguarding@TheFA.com.

CUF will ensure that an investigation takes place and make an objective assessment of the concern. The employee will be kept advised of progress and CUF will ensure the action necessary to resolve the concern is taken.

In all cases, the employee is encouraged to exhaust CUF's internal procedures before contacting external sources such as the Health & Safety Executive, Environment Agency etc.

Monitoring and review of the Policy

The policy should be reviewed at least every 3 years or if changes of persons is made sooner then review will be with immediate effect.

Cambridge United Foundation is committed to promoting equality of opportunity for all staff, volunteers and job applicants. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate on the basis of age, race, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, sex, gender reassignment, gender identity, marriage and civil partnership status, pregnancy and maternity, sexual orientation, disability, socio-economic background or any other inappropriate distinction or characteristic covered by the Equality Act 2010.