



Viva Gymnastics Club

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Registered Charity: 1187339

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Whistleblowing Policy VERSION CONTROL

| Status | Version | Owner | Date | Changes |
|----------|---------|----------------------|-------------|-------------------|
| Live | v1.2 | Viva Gymnastics Club | 29 Mar 2026 | Document reviewed |
| Live | v1.1 | Viva Gymnastics Club | 20 Feb 2025 | Document reviewed |
| Approved | v1.0 | Viva Gymnastics Club | 15 Mar 2023 | |



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WHISTLEBLOWING POLICY

Empowering Voices and Ensuring Safety

Introduction

At Viva Gymnastics Club, we believe in fostering an environment where everyone feels empowered to speak up against any behaviour or situation that puts a child at risk or could damage the reputable standing of our club. We are committed to upholding the highest standards of safety and integrity, and our whistleblowing policy is a crucial part of this commitment.

Purpose of the Policy

The purpose of this whistleblowing policy is to provide clear guidelines and support for individuals who wish to raise concerns about any wrongdoing within the club. This policy aims to:

- Encourage individuals to report any concerns about child safety, unethical behaviour, or misconduct.
- Provide a safe and confidential process for whistleblowers to voice their concerns without fear of retaliation.
- Ensure that all reported concerns are investigated thoroughly and addressed appropriately.
- Maintain the club's duty of care to both staff and children, ensuring a safe and supportive environment.

Scope of the Policy

This policy applies to all members of Viva Gymnastics Club, including staff, volunteers, parents, and children. It covers a wide range of concerns, including but not limited to:

- Child protection and safety issues
- Bullying, harassment, or discrimination
- Misconduct or unethical behaviour
- Financial malpractice or fraud
- Health and safety violations
- Any actions that could damage the club's reputation

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Reporting Concerns

Individuals who have concerns about any aspect of the club's operations or behaviour are encouraged to report these concerns promptly. Reports can be made through various channels, including:

- Speaking directly to a trusted staff member or club official this should be a head or lead coach over 18.
- Submitting a written report to the club's designated whistleblowing officer Hayley Williams.
- Using the club's confidential whistleblowing email address which is monitored by safeguarding lead Hayley Williams – safeguarding deputy Eva Matthews- Head of operations Lucy Fox.

All reports will be treated with the utmost confidentiality, and the identity of the whistleblower will be protected whenever possible.

Protection for Whistleblowers

Viva Gymnastics Club is committed to protecting individuals who raise concerns in good faith. Retaliation or victimisation of whistleblowers is strictly prohibited and will not be tolerated. Any staff member or volunteer found to have retaliated against a whistleblower will face disciplinary action, up to and including termination of employment or membership.

Investigation Process

Upon receiving a report, the club's whistleblowing officer will conduct a preliminary assessment to determine the appropriate course of action. This may include:

- Conducting a thorough investigation of the reported concerns
- Engaging external experts or authorities if necessary
- Taking immediate action to address any urgent safety concerns
- Following all safeguarding procedures as implemented by the governing body.

The investigation will be conducted fairly, impartially, and promptly, with regular updates provided to the whistleblower.

To ensure accurate recording and reflection of the investigation process, we may conduct meetings where a note taker will be present. This ensures that all details are meticulously documented and any decisions or actions taken are transparently recorded.

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Any actions taken will be used to further cement safe practice, and update protocols and procedures as needed.

All investigative notes will be written up and stored in either a protective pass coded folder or locked cabinet to ensure confidentiality and security of information.

Only the safeguarding lead and deputy, whistleblowing officer, head of operations and head coach will have access unless deemed necessary to share beyond with the welfare officer.

Conclusion

Viva Gymnastics Club is dedicated to creating a safe and supportive environment for all its members. Our whistleblowing policy is a testament to our commitment to transparency, accountability, and the well-being of our community. We encourage everyone to speak up and report any concerns, knowing that they will be heard and protected.

By fostering a culture of openness and integrity, we can ensure that Viva Gymnastics Club remains a place where everyone can thrive.

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