



# Whistle Blowing Policy

Policy Owner: General Secretary  
Date Approved: 18th August 2025  
Review Date: Aug 2028

## 1. Introduction

The UKPSA is committed to the highest standards of openness, honesty, and accountability. We recognise that employees, volunteers, and others associated with the Association may sometimes become aware of serious concerns about the activities of the Association or related to the IPSC sport in Great Britain. This policy sets out the procedure for making a protected disclosure (often referred to as 'whistleblowing') and ensures that individuals can raise concerns internally without fear of reprisal.

## 2. Aims of the Policy

- To encourage individuals to report concerns about wrongdoing, malpractice, or impropriety at the earliest possible stage.
- To provide clear guidance on how to raise concerns.
- To ensure that all disclosures are treated seriously, confidentially (where appropriate), and investigated thoroughly.
- To protect individuals who make disclosures in good faith from victimisation or detriment.
- To promote a culture of openness, integrity, and accountability within the UKPSA and our Sport.

## 3. What is Whistleblowing?

Whistleblowing is the disclosure of information that an individual reasonably believes shows wrongdoing within or associated with an organisation. This policy covers concerns about:

- Financial malpractice or impropriety (e.g., fraud, bribery, theft, misuse of funds).
- Failure to comply with legal obligations (e.g., firearms legislation, health and safety, data protection, charity law).
- Dangers to the health and safety of members of the association, or the public.
- Damage to the environment.
- Criminal offences.



- Serious breach of internal policies, procedures, or ethical standards.
- Miscarriages of justice.
- Improper conduct or unethical behaviour.
- Attempts to conceal any of the above.

This policy is not for raising concerns about personal grievances, which should be addressed through the internal disciplinary process.

#### 4. Whistleblowing related to Firearms Legislation

This policy does not supersede an individual's duty to report specific concerns regarding a person's suitability to possess firearms. Should you have any concerns about an individual's fitness to hold firearms, you are obligated to immediately notify your local Firearms Licensing team. Furthermore, there is a responsibility to report any contravention of firearms laws of which you may be aware.

#### 5. Who can make a Disclosure?

This policy applies to all members of the Association and anyone working under the direct control of the UKPSA.

#### 6. How to Raise a Concern

##### Stage 1: Informal Approach (if appropriate)

If you feel able to do so, discuss your concerns with any member of the Charity Board or the Sports Council. They may be able to resolve the issue quickly and informally.

##### Stage 2: Formal Disclosure

If you are not comfortable raising the issue informally, or if you feel your concern has not been adequately addressed, you should formally report your concerns to either:

- **The General Secretary** (Policy Owner)
- **Chair of the Conduct and Standards Committee**

Alternatively, if you wish to remain anonymous, by reporting via the contact form on the UKPSA website. Please be aware that this may limit the ability to fully investigate the concern.

Disclosures should be made in writing, clearly stating that you are making a disclosure under the Whistleblowing Policy. Your statement should include:

- The nature of the concern.
- Who is involved (if known).
- Dates and times of incidents (if applicable).
- Any evidence you have to support your concern.
- The impact of the wrongdoing (if known).

#### 7. The Procedure for Handling Disclosures

Upon receipt of a formal disclosure, the General Secretary (or alternative senior person) will:

- **Acknowledge Receipt:** Acknowledge receipt of the disclosure in writing within [e.g., 5 working days].



- **Initial Assessment:** Carry out an initial assessment to determine if the concern falls within the scope of this policy and whether further investigation is required.
- **Investigation:** If an investigation is deemed necessary, an appropriate individual or team will be appointed to conduct it. This may involve internal personnel or, in serious cases, external experts.
- **Confidentiality:** All reasonable steps will be taken to protect the identity of the discloser, unless disclosure is required by law or necessary for the investigation.
- **Communication:** Keep the discloser informed of the progress of the investigation, where appropriate and feasible, without jeopardising the investigation.
- **Outcome:** Communicate the outcome of the investigation to the discloser, including any action taken or proposed, subject to legal and confidentiality constraints.
- **Record Keeping:** Maintain a confidential record of all disclosures and the actions taken, in accordance with data protection regulations.

## 8. Protection for Whistleblowers

The UKPSA is committed to protecting individuals who make disclosures in good faith under this policy.

- **No Victimisation:** No individual will suffer any detriment as a result of making a genuine disclosure. Any acts of victimisation or reprisal will be treated as a serious disciplinary matter.
- **Good Faith:** This protection applies to disclosures made in good faith, even if the concern subsequently proves to be unfounded. However, malicious or vexatious disclosures may result in disciplinary action.
- **Support:** Where appropriate, support will be offered to individuals who have made disclosures.

## 9. External Disclosures

This policy encourages individuals to raise concerns internally in the first instance. However, if an individual feels that the concern has not been adequately addressed internally, or if they believe there is an immediate risk, they may consider making a disclosure to an external body. Relevant external bodies include:

- **Charity Commission,**
- **Health and Safety Executive,**
- **Information Commissioner's Office,**
- **Police**

Before making an external disclosure, individuals are encouraged to seek independent legal advice.

## 10. Review of this Policy

This policy will be reviewed on a three yearly basis by the General Secretary and approved by the Charity Board to ensure its effectiveness and compliance with current legislation and best practice.

## 11. Contact Information

- **General Secretary:** [secretary@UKPSA.org](mailto:secretary@UKPSA.org)
- **Chair of the Conduct and Standards Committee:** [conduct@ukpsa.org](mailto:conduct@ukpsa.org)

