POLICY DOCUMENT

The Recharge Club™

Whistleblowing Policy

Raising Concerns in the Public Interest at The Recharge Club

Document Owner:	Mrs Michaela Cmorej, Director and Designated Safeguarding Lead
Company Name:	NutriDive Ltd
Company Number:	16659858
Trading Name:	The Recharge Club™
Registered Office Address:	39 Coltsfoot Drive, Chorley, PR6 0JP
Designated Safeguarding Lead:	Mrs Michaela Cmorej, Director
Deputy Designated Safeguarding Lead:	Mr Michal Cmorej, Deputy Director
Status:	Mandatory Policy — applicable to all staff, bank staff and volunteers
Date Adopted:	1st August 2026
Review Frequency:	Annually, and immediately following any disclosure or change in statutory guidance
Next Review Due:	Twelve months from the date of adoption
Related Policy:	This policy is read alongside the Child Protection and Safeguarding Policy and the Complaints Policy and Procedure

1. Policy Statement

The Recharge Club™ is committed to the highest standards of openness and integrity, and actively encourages every member of staff, bank worker and volunteer to speak up if they believe something is wrong, without fear of any adverse consequence for doing so.

> ***No member of staff will ever be penalised, disadvantaged, or treated less favourably for raising a genuine concern in good faith under this policy, even where the concern is not subsequently upheld.***

2. Purpose and Scope

This policy applies to every member of staff, bank worker and volunteer connected with The Recharge Club™, and sets out how to raise a concern about malpractice, risk, or wrongdoing, distinct from a personal grievance or a complaint about the service, which are covered by other policies.

3. Legal and Regulatory Framework

This policy has been written with regard to the following legislation and statutory guidance:

- The Public Interest Disclosure Act 1998, as inserted into the Employment Rights Act 1996
- Working Together to Safeguard Children, the statutory guidance on inter-agency working to safeguard and promote the welfare of children
- Guidance issued by the Office for Standards in Education, Children's Services and Skills for providers registered on the Voluntary Childcare Register

4. What Is Whistleblowing

Whistleblowing is the disclosure of information that a worker reasonably believes shows wrongdoing, and is different from a personal grievance about how an individual has been treated, which should be raised separately, and different from a complaint by a family about the service, which is handled under the Complaints Policy and Procedure.

5. What Can Be Reported

A concern raised under this policy may include, but is not limited to:

- A safeguarding concern about the conduct of a colleague, including the Director or Deputy Director
- A criminal offence, or the risk of one
- A failure to comply with a legal or regulatory obligation, such as safer recruitment, health and safety, or data protection requirements
- Financial malpractice or irregularity
- A danger to the health or safety of any child, member of staff, or other individual
- The deliberate concealment of any of the above

6. How to Raise a Concern

A concern should normally be raised with the Director in the first instance. Where the concern relates to the Director personally, it should be raised directly with the Deputy Director, who will manage it without involving the Director in the initial handling of the matter.

- A concern may be raised verbally or in writing, and the individual raising it is never required to have firm proof, only a reasonable belief that the concern is genuine

- Where a member of staff does not feel able to raise a concern internally, or is not confident it has been taken seriously, they may raise it directly with an external, prescribed body, as set out in section nine below

7. What Happens After a Concern Is Raised

- The concern is acknowledged within three working days
- Where the concern relates to a safeguarding matter, it is dealt with immediately under the Child Protection and Safeguarding Policy, taking precedence over the timescales in this policy
- Other concerns are investigated thoroughly, proportionately, and as quickly as the nature of the concern allows, with the individual who raised it kept informed of progress so far as is appropriate
- Where possible, the individual who raised the concern is told the outcome, though full detail may not always be shared where this would breach the confidentiality or rights of another individual

8. Protection for the Individual Raising a Concern

Any individual who raises a genuine concern in good faith under this policy is protected from any form of detriment, victimisation, or unfavourable treatment as a result, regardless of whether the concern is ultimately upheld. Confidentiality is maintained so far as possible, though it may not always be possible to fully protect anonymity where an investigation requires it. This protection does not extend to a concern raised maliciously or known by the individual to be false.

9. Raising a Concern Externally

Where a member of staff does not feel able to raise a concern internally, they may contact one of the following directly:

- The Office for Standards in Education, Children's Services and Skills, in respect of any concern affecting the safety, welfare, or suitability of the organisation to provide childcare
- The relevant local authority's children's social care team or the Local Authority Designated Officer, in respect of a safeguarding concern involving a member of staff
- The National Society for the Prevention of Cruelty to Children's whistleblowing advice line
- The Health and Safety Executive, in respect of a serious health and safety concern
- The Information Commissioner's Office, in respect of a serious data protection concern

10. Record Keeping

A written record is kept of every concern raised under this policy, the investigation undertaken, and the outcome, held confidentially and separately from general personnel records.

11. Roles and Responsibilities

Director	Receives and investigates concerns in the first instance, and ensures every member of staff is aware of this policy at induction.
Deputy Director	Receives and investigates any concern raised about the Director personally.
All Staff, Bank Staff and Volunteers	Speak up promptly where they have a genuine concern, and support colleagues who do the same rather than discouraging them.

12. Monitoring, Review and Related Policies

This policy is reviewed at least annually, and immediately following any disclosure made under it or change in statutory guidance. This policy should be read alongside the following related policies and documents:

- Child Protection and Safeguarding Policy
- Complaints Policy and Procedure
- Safer Recruitment Policy

This policy has been approved by the Director of The Recharge Club™ and forms part of the organisation's statutory compliance framework.