

KARATE *& Dance* **FEDERATION**

Karate & Dance Federation

Whistleblowing Policy

Policy Overview Information

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| Policy Title | Whistleblowing |
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| Authorised By | Mr. Jake Byrne |
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Policy Logistics

This policy is intended for the Karate & Dance Federation, which means that both companies within this umbrella organisation must adhere to the policies and procedures in place. These companies are: Central Karate Academy CIC and Midlands Dance Academy Ltd.

Umbrella organisation and governance structure

The Karate & Dance Federation operates as an umbrella organisation responsible for the strategic governance, safeguarding oversight, and operational standards applied across its constituent entities. While Central Karate Academy CIC and Midlands Dance Academy Ltd are separate legal entities with distinct legal structures, they function collectively under the Federation for the purposes of policy implementation, safeguarding assurance, quality control, and risk management.

All policies issued under the name of The Karate & Dance Federation establish a single, consistent framework of expectations, procedures, and standards that apply across both organisations. This ensures that children, families, staff, volunteers, and external partners experience the same level of protection, professionalism, and accountability regardless of which legal entity is delivering a particular activity.

Where statutory, regulatory, or reporting obligations differ due to the legal status of each entity, those obligations are met within the relevant organisation. However, the highest standard of practice set out within Federation policy will always apply. No individual, department, or entity operating within the Federation may adopt a lower standard than that required by Federation policy.

Ultimate responsibility for ensuring compliance with Federation policies sits with the Federation's senior leadership, who retain oversight of safeguarding, health and safety, professional conduct, and quality assurance across all activities delivered under the Federation name.

1. Policy statement and commitment

The Karate & Dance Federation is committed to the highest standards of honesty, integrity, accountability, and transparency. The Federation recognises that individuals working within the organisation are often best placed to identify wrongdoing, poor practice, or safeguarding failures.

This policy provides a clear framework for raising concerns about misconduct, wrongdoing, or risk in a safe and supportive way. The Federation is committed to ensuring that individuals who raise concerns in good faith are listened to, taken seriously, and protected from detriment.

Whistleblowing is viewed as a positive act that supports safeguarding, accountability, and continuous improvement.

2. Scope and application

This policy applies to all staff, volunteers, contractors, instructors, administrators, trustees, and anyone working for or on behalf of the Federation.

The policy covers concerns relating to Federation activities, conduct, decision-making, safeguarding practice, financial management, health and safety, or any action that may place children, staff, or the organisation at risk.

This policy operates alongside, but separately from, complaints and grievance procedures.

3. What is whistleblowing

Whistleblowing refers to the reporting of serious concerns about wrongdoing or risk that is in the public interest or affects the safety, welfare, or integrity of the organisation.

This may include, but is not limited to, safeguarding failures, abuse or neglect, breaches of professional conduct, criminal activity, financial impropriety, health and safety risks, discrimination, or attempts to conceal wrongdoing.

Whistleblowing is distinct from personal grievances, which should be raised through appropriate internal procedures.

4. Safeguarding and whistleblowing

The Federation recognises that whistleblowing plays a critical role in safeguarding children and young people. Any concern that relates to the welfare or safety of a child must be treated as a safeguarding matter and managed in line with safeguarding procedures.

Individuals must not attempt to investigate safeguarding concerns themselves. Where a whistleblowing concern involves safeguarding, senior leadership will ensure appropriate referrals are made to external agencies where required.

Safeguarding concerns always take priority over organisational reputation or convenience.

5. Raising a concern

Individuals are encouraged to raise concerns as soon as possible, using appropriate internal channels. Concerns may be raised verbally or in writing and should include as much relevant detail as possible.

Concerns may be raised with senior leadership, a designated safeguarding lead, or another appropriate senior individual within the Federation.

Where individuals feel unable to raise concerns internally, or where concerns involve senior leadership, alternative routes may be used, including external agencies or regulatory bodies.

6. Confidentiality and anonymity

The Federation treats whistleblowing concerns sensitively and confidentially. Information is shared only with those who need to know in order to investigate and respond appropriately.

Individuals may raise concerns anonymously; however, anonymity can limit the Federation's ability to investigate fully. The Federation encourages individuals to provide contact details where possible to support effective investigation and feedback.

7. Protection from detriment

The Federation is committed to protecting individuals who raise concerns in good faith from victimisation, harassment, discrimination, or any other form of detriment. Any attempt to intimidate, threaten, or disadvantage a whistleblower is treated as a serious disciplinary matter.

This protection applies regardless of whether the concern is ultimately substantiated, provided it was raised honestly and responsibly.

8. Responding to whistleblowing concerns

All whistleblowing concerns are acknowledged promptly and assessed objectively. The Federation determines the appropriate course of action based on the nature and seriousness of the concern.

Investigations are conducted fairly, proportionately, and without bias. Where appropriate, external agencies may be involved.

The individual raising the concern is kept informed of progress where possible, recognising the need for confidentiality.

9. Outcomes and actions

Following investigation, appropriate action is taken. This may include changes to practice, disciplinary action, referral to external authorities, or organisational learning and improvement.

Where wrongdoing is substantiated, the Federation takes decisive action to address risks and prevent recurrence.

10. Record keeping

Records of whistleblowing concerns, investigations, and outcomes are maintained securely and in accordance with data protection requirements.

Records are used to support accountability, learning, and continuous improvement.

11. Training and awareness

Staff and volunteers are made aware of this policy as part of induction and ongoing training. A culture of openness and professional challenge is actively encouraged. Individuals are expected to understand their responsibility to speak up where concerns arise.

12. Monitoring and review

The Federation monitors whistleblowing activity to identify themes, risks, and opportunities for improvement.

This policy is reviewed annually or sooner if required due to organisational change, safeguarding learning, or legislative updates.

13. Policy breaches

Failure to comply with this policy, including victimisation of whistleblowers or failure to act on concerns, may result in disciplinary action and/or referral to external authorities.