

Whistleblowing (Disclosure of Malpractice) Policy



A Charitable Incorporated Organisation

Registered Charity No. 1195780

Muslim Sports Foundation (MSF) Whistleblowing (Disclosure of Malpractice) Policy

1. Policy Statement

Muslim Sports Foundation (MSF) is committed to the highest standards of integrity, accountability and transparency in all aspects of its work.

MSF encourages individuals to raise concerns about wrongdoing or malpractice where they believe that poor practice, unlawful conduct or serious failings may be taking place. This policy provides a safe, clear and supportive route for individuals to speak up without fear of retaliation.

This policy is informed by UK law and by Islamic principles of justice, trust, honesty and accountability. MSF recognises that raising concerns can be difficult and requires courage, and commits to handling all whistleblowing concerns fairly, sensitively and responsibly.

2. Purpose of This Policy

The purpose of this policy is to:

- encourage individuals to raise genuine concerns at an early stage
- provide clear routes for reporting concerns safely
- ensure concerns are handled consistently, confidentially and appropriately
- protect individuals who raise concerns in good faith from victimisation or disadvantage
- ensure learning from concerns informs governance and continuous improvement

This policy is concerned with serious wrongdoing or malpractice, not personal grievances.

3. Scope

This policy applies to anyone involved with MSF, including:

- trustees
- volunteers
- contractors and consultants
- coaches and instructors
- participants
- partner organisations and individuals acting on behalf of MSF

This policy applies to concerns connected to MSF's governance, funding, partnerships, decision-making or associated activities including where concerns relate to the safeguarding of children, young people or adults at risk.

It does not replace safeguarding reporting processes where a safeguarding concern exists.

4. Relationship to Other Policies

This policy should be read in conjunction with:

- MSF Safeguarding Children and Young People Policy

- MSF Safeguarding Adults Policy
- MSF Safeguarding Reporting and Response Procedure
- MSF Code of Conduct for Coaches, Contractors, Volunteers and Participants
- MSF Anti-Bullying, Harassment and Discrimination Policy
- MSF Equality, Diversity and Inclusion (EDI) Policy

Where a concern relates to safeguarding, the Safeguarding Reporting and Response Procedure must be followed.

5. What Is Whistleblowing?

Whistleblowing is the reporting of suspected wrongdoing or malpractice that is in the public interest.

This may include, but is not limited to:

- criminal activity or unlawful conduct
- financial mismanagement, fraud or misuse of funds
- serious breaches of safeguarding policies or procedures
- discrimination, harassment or abuse of power
- health and safety risks
- failure to comply with legal or regulatory obligations
- attempts to conceal wrongdoing

Whistleblowing concerns may relate to actions by individuals, systems, processes or organisational culture.

6. What This Policy Does Not Cover

This policy does not cover:

- personal employment or contractual grievances
- disagreements about organisational decisions where no wrongdoing is alleged

Such matters should be raised through appropriate complaints or management routes.

7. MSF's Commitment

MSF commits to:

- taking all whistleblowing concerns raised in good faith seriously
- providing a safe and supportive environment for raising concerns
- respecting confidentiality wherever possible
- protecting whistleblowers from retaliation, victimisation or disadvantage
- acting fairly, proportionately and promptly
- learning from concerns to strengthen governance and practice

MSF will not tolerate any attempt to penalise or intimidate someone for raising a genuine concern.

8. How to Raise a Whistleblowing Concern

Concerns may be raised verbally or in writing, and may be submitted anonymously if preferred.

Concerns should be raised as soon as possible and should include, where known:

- what has happened
- when and where it occurred
- who was involved
- why the concern is being raised
- any supporting information

Concerns can be raised using the Whistleblowing Concern Reporting Form (Appendix 1) or by contacting:

Primary contact: Head of Business and Governance
safeguarding@muslimsports.org.uk

Alternative contact (if you feel unable to use the above route):

Trustee Safeguarding Lead

Email: safeguarding@muslimsports.org.uk (mark for Trustee Safeguarding Lead)

9. Anonymous Concerns

Anonymous whistleblowing concerns will be considered. However, anonymity may limit MSF's ability to consider, follow up or provide feedback.

10. What Happens Next

When a whistleblowing concern is received, MSF will:

1. acknowledge receipt where possible
2. record the concern securely
3. carry out an initial governance assessment to determine appropriate next steps
4. decide whether the concern:
 - requires internal review
 - should be escalated to safeguarding processes
 - should be referred to an external body or regulator

MSF does not investigate matters that fall under the statutory responsibilities of other organisations but will seek assurance that appropriate action has been taken.

11. Protection and Support for Whistleblowers

No individual who raises a concern in good faith will suffer detriment, disadvantage or retaliation. Any act of victimisation or retaliation will be treated as a serious matter and may result in governance, contractual or other appropriate action.

This policy reflects protections provided under the Public Interest Disclosure Act 1998 where applicable.

12. Outcomes and Escalation

Following consideration of a whistleblowing concern, possible outcomes may include:

- changes to policies, procedures or controls
- additional training or guidance
- governance or contractual action
- referral to statutory authorities or regulators
- no further action, where concerns are not substantiated and no risk remains

MSF will seek to inform the whistleblower of the outcome where possible, within the limits of confidentiality and data protection.

13. Confidentiality and Information Sharing

Information will be handled sensitively and shared only on a need-to-know basis.

Confidentiality may be overridden where this is necessary to protect individuals from harm or to meet legal or regulatory obligations.

14. Monitoring and Review

The Trustee Safeguarding Lead and Head of Business and Governance are responsible for overseeing the effectiveness of this policy.

The Board of Trustees will receive appropriate updates and ensure learning from whistleblowing concerns informs governance and continuous improvement.

15. Policy Approval and Review

This policy is approved by the Board of Trustees and will be reviewed every two years, or sooner if required by changes in law, guidance or following a significant incident.

Policy Approval

Policy title	Whistleblowing (Disclosure of Malpractice) Policy
Approved by	Board of Trustees, Muslim Sports Foundation
Date approved	26 March 2026
Review cycle	Every two years, or sooner if required due to changes in legislation, guidance or following a safeguarding incident
Next review due	25 March 2028
Policy owner	Trustee Safeguarding Lead
Responsible officer	Head of Business and Governance

Appendix 1: Whistleblowing Concern Reporting Form

Date of concern:

Please describe the concern (what happened, when, where and who was involved):

Who was affected?

- Myself
- Another individual
- A group or community

Have you raised this concern elsewhere?

- Yes
- No

Would you like to be contacted about this concern?

- Yes
- No

Contact details (optional):

Any additional information:

Thank you for raising this concern. It will be considered in line with MSF policies and confidentiality will be maintained wherever possible.