

Whistleblowing Policy

Our Principles

We aim to deliver support of the highest standards and to ensure that everyone is treated fairly and kept safe. However, we recognise that, even in the best run organisations, things can go wrong.

What is Whistleblowing

A whistleblower is a worker/member of staff who reports certain types of wrongdoing.

This procedure applies, but is not limited to, allegations about any of the following:

- Conduct which is an offence or breach of the law;
- Alleged miscarriage of justice;
- Serious Health & Safety risks;
- The unauthorised or inappropriate use of funds;
- Fraud and corruption;
- Sexual, physical or verbal abuse, or bullying or intimidation of employees, customers or service users;
- Abuse of authority;
- Other unethical conduct.

The wrongdoing you disclose must affect others, for example the general public.

As a whistleblower you have specific substantial protection in law, if you were to be [treated unfairly or lose your job](#), because you 'blow the whistle'.

You can raise your concern at any time about an incident that happened in the past, is happening now, or you believe will happen in the near future.

What To Do, If Your Concern Doesn't Qualify As Whistleblowing

If you are a staff member, you should use refer to other relevant policies you may have, such as Bullying/Harassment.

Reporting Your Concern

If you see or hear about something that you think is wrong, you should report it to your line manager and he/she will take action to respond to your concerns.

However, we recognise the possibility that an individual may feel unable to do so.

Except in an emergency, you should do so only during office hours Mon to Fri and ideally make contact by email first:

Name	Position
Helen O'Connell	Founder and Whistleblowing Lead

Whether you provide information verbally, or in writing, it should contain as many relevant facts and detail, as are available. Such as:

- Your name and how you wish to be contacted e.g. a telephone number or email/postal address.
- Background - relevant dates and the names and positions of anyone who may be able to contribute information;
- You will not be expected to prove any allegation, but you do need to provide information to establish the basis for it.

If you aren't sure what to do, or are too scared to report your concern, Protect is a charity that supports whistleblowers by providing advice on their [website](#). You can contact them by phone, email or in writing.

The Government also produces advice for whistleblowers, which you can read [here](#), or you can e mail the Charity Commission at whistleblowing@charitycommission.gsi.gov.uk.

Confidentiality

All allegations will be treated in confidence and every effort will be made not to reveal your identity unless you unambiguously express a wish this to be revealed.

However, if the matter is subsequently dealt with through other procedures, or if the allegation results in court proceedings, then you may have to give evidence in a legal setting, if the case is to be successful.

Anonymous Allegations

We encourage whistle blowers to put their name to an allegation wherever possible, as anonymous allegations may often be difficult to substantiate/prove. Allegations made anonymously are much less powerful but anonymous allegations may be considered, taking into account the following.

- The seriousness of the issue raised;
- The credibility of the allegation;
- Whether the allegation can realistically be investigated from factors or sources other than the complainant.

Untrue Allegations

No disciplinary or other action will be taken against a whistle blower who makes an allegation in the reasonable belief that it is in the public interest to do so, even if the allegation is not substantiated by an investigation.

However, disciplinary action may be taken against someone who makes an allegation without reasonable belief that it is in the public interest to do so. That is making an allegation frivolously, maliciously or for personal gain, where there is no element of public interest.

Regulatory Guidance

BEIS: [Whistleblowing: guidance and code of practice for employers](#) (2015)

Useful Information:

RSM: [What to do if you receive a whistleblowing allegation.](#)

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