

Whistleblowing Policy

Status	Approved	Whistleblowing Trustee	Kate Flounders
Initial Review	Jan 2023	Reviewed By	Karen Ironside, Trustees
Last Review	Jan 2023	Approved by Trustees Date	01/02/23
Next Review	01/02/24	Links Last Checked	01/02/23

Purpose

Colleagues may, in properly carrying out their duties, have access to, or come into contact with, information of a confidential nature. Their terms and conditions provide that except in the proper performance of their duties, colleagues are forbidden from disclosing, or making use of in any form whatsoever, such confidential information.

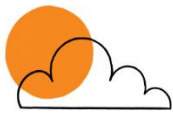
However, the law allows colleagues to make a 'protected disclosure' of certain information. In order to be 'protected', a disclosure must relate to a specific subject matter and the disclosure must also be made in an appropriate way. Whistleblowing protection is confined to a disclosure which, in the reasonable belief of the colleague making the disclosure, is made in the public interest.

Related Documents

- Safeguarding Policy

Values

Our values are:



Optimistic yet realistic

Look to the future but prioritise the present.



Include intentionally

Foster an open culture.



Deliver with Integrity

Always uphold honesty, act within our morals & ensure we are dependable.



Empowerment

Feedback empathetically, always act with understanding, support and value.

Policy

Caudwell Youth is committed to compliance with the Bribery Act 2010. The Charity actively encourages a culture of honesty and openness and therefore all colleagues are required to bring up to their manager or other designated person any issue that, in the colleague's opinion, might constitute bribery or corruption.

Specific Subject Matter

If, in the course of employment, a colleague becomes aware of information which they reasonably believe tends to show one or more of the following:

- that a criminal offence has been committed, is being committed or is likely to be committed;
- that a person has failed, is failing or is likely to fail to comply with any legal obligation to which he is subject;
- that a miscarriage of justice that has occurred, is occurring, or is likely to occur;
- that the health or safety of any individual has been, is being, or is likely to be, endangered;



- that the environment, has been, is being, or is likely to be, damaged;
- that information tending to show any of the above, is being, or is likely to be, deliberately concealed;
- that the Charity or any associated person has been, is being, or is likely to be receiving or offering bribes;
- that any foreign official has been, is being, or is likely to be bribed or offered facilitation payment by the Charity or any associated person;

they must use the Charity's disclosure procedure as set out below.

Disclosure Procedure

Concern Relating to another colleague

Should a colleague have a concern about a colleague regarding any activity that endangers young people, volunteers, charity effectiveness or charity reputation (this may relate to safeguarding or malpractice), the follow procedures must be followed:

- Go directly to the SLT and discuss your concerns. If this is a Safeguarding Concern this should be raised on the same day as the colleague becomes aware of this concern.
 - Colleagues must not go to their line manager (unless SLT) to express this concern. If they do, the line manager must discourage them from describing their concern but direct them to speak to the SLT.
 - If the colleague is concerned about speaking to the SLT, their line manager can tell the SLT that a serious concern has been raised and ask them to speak to their colleague.
 - This must be done on the same day as the concern was raised and the SLT must reach out to the colleague on the same day.
- These concerns should then be put in writing and emailed directly to the SLT on the same day as the concern was raised.
- The SLT must prioritise this concern over all other activities.
- Should a colleague have a concern about a member SLT they should go directly to the Whistleblowing Trustee and discuss their concerns. If this is a Safeguarding Concern this should be raised on the same day as the colleague becomes aware of this concern.

Next Steps

- The SLT must speak to the Whistleblowing Trustee about the concern raised no longer than 2 working days after the concern is raised.
 - If this is a Safeguarding Concern this should be raised on the same day as the SLT becomes aware of this concern.
- The SLT and Whistleblowing Trustee will then decide whether the colleague should be suspended from work until the outcome of the investigation is known.
 - If this is a safeguarding concern, then the colleague must be immediately suspended from all activities that involve engaging with children or adults at risk in any way.
 - Caudwell Youth colleagues at all levels cannot investigate a safeguarding concern in relation to a colleague or volunteer but instead, the Designated Safeguarding Lead in conjunction with the Safeguarding Trustee must report this to the Local Authority Designated Officer (LADO) within 24 hours for advice. This is a legal requirement.



- For a non-safeguarding issue, the SLT and the Whistleblowing Trustee will inform the Chair that they have commenced an investigation but will not share any details at this stage.
- The SLT and Whistleblowing Trustee will commence an investigation into the concern raised and make recommendations as appropriate. Escalating to the Chair as required.
- If SLT are unavailable, colleagues should speak directly to the Whistleblowing Trustee. If a concern is raised the Whistleblowing Trustee will nominate a second trustee to investigate until the SLT are available to investigate.
- The Whistleblowing Trustee must inform the SLT when they are on leave. If a concern is raised the SLT will nominate a trustee to investigate until the Whistleblowing Trustee returns.

Anonymous Reporting Form

- Colleagues are encouraged to raise concerns about colleagues using the above mechanism. If, they are not comfortable doing this then concerns can be raised through the Anonymous Reporting Form.
- This form is managed by the Designated Safeguarding Lead.
- Any concerns raised will follow the procedure outlined above and will be raised on the same working day as the report.

