

Allsorts Gloucestershire Whistleblowing Policy

1. Definitions and abbreviations

The following definitions, abbreviations and acronyms are used in this policy:

- **Child or children** refers to someone aged under 18.
- **Staff and staff members** means all Allsorts employees, support workers and volunteers (including trustees).
- **Vulnerable adult** refers to someone who is, or may be in need of community care services by reason of disability, age or illness; and who may be unable to protect him or herself against significant harm or exploitation. This definition of an adult covers all people over 18 years of age.

2. Introduction

2.1 Access to information

If you require this information in any other accessible format please contact:

Allsorts
Unit 9
Brunel Mall
Stroud, GL5 2BP
01453 750474
info@allsortsglos.org.uk

2.2 The purpose of this policy

Whistleblowing encourages and enables employees to raise serious concerns **within** the organisation rather than overlooking a problem or 'blowing the whistle' outside. Employees are often the first to realise that there is something seriously wrong within the organisation. However, they may not express their concerns as they feel that speaking up would be disloyal to their colleagues or to the organisation. This policy sets out Allsorts' procedures for whistleblowing and aims to make this clear for all staff and volunteers.

2.3 Allsorts' Commitment

Allsorts is committed to the highest possible standards of openness, probity and accountability. In line with that commitment we expect employees, and others that we deal with, who have serious concerns about any aspect of the organisation's work to come forward and voice those concerns.

2.4 Who does this policy apply to?

The policy applies to all staff, volunteers and contractors working for the organisation. It also covers suppliers and those providing services under a contract with the organisation.

2.5 What Type of Concerns Are Covered by this policy?

This list seeks to give examples of the kinds of concerns that would be covered by this policy. Please note that this list is not exhaustive and other circumstances may arise which are covered by this policy

- conduct which is an offence or a breach of law.
- disclosure related to miscarriages of justice.
- health and safety risks, including risks to the public as well as other employees.
- damage to the environment.
- the unauthorised use of public funds.
- possible fraud and corruption.
- sexual or physical abuse of members or other individuals.
- other unethical conduct.
- conduct that contravenes the Allsorts Code of Conduct.

2.6 concerns covered by other policies

2.6.1 Complaints about an employee's own employment are covered by Allsorts' grievance procedure.

2.6.2 Complaints from Allsorts members or the general public are covered under Allsorts' Complaints Policy.

3. Safeguarding Whistleblowers

3.1 The decision to report a concern can be a difficult one to make. Whistleblowers raising concerns should have nothing to fear as they will be doing their duty to their employer and Allsorts members.

3.2 Allsorts will not tolerate any harassment or victimisation and will take appropriate action to protect you when you raise a concern in good faith.

4. Confidentiality

4.1 All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. At the appropriate time, however, you may need to come forward as a witness. This policy encourages you however to put your name to your concern whenever possible. Please note that you:

- must disclose the information in good faith.
- must believe it to be substantially true.
- must **not** act maliciously or make false allegations.
- must **not** seek any personal gain.

5. How to raise your concern

5.1 As a first step, you should normally raise concerns either verbally or in writing with your immediate supervisor/manager. This may depend, however, on the seriousness and sensitivity of the issue involved and who is suspected of the malpractice. For example, if you believe that management is involved you should approach a more senior level of management or a trustee.

5.2. Financial allegations require that the Treasurer be notified of all financial or accounting irregularities or suspected irregularities.

1. How should you be responded to

6.1 The person receiving your concern, or relevant staff member has a duty to:

- provide avenues for you to raise concerns in confidence and receive feedback on any action taken
- ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied.
- reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made a disclosure in good faith.

7. Independent Advice

7.1 For independent advice contact:

Public Concern At Work
Website: www.pcaw.co.uk
Helpline: 020 7404 6609
Email: whistle@pcaw.co.uk

Date approved and adopted	June 2013
Last revision date	March 2017
Next due revision date	March 2019
Initial of last staff alteration	GB