

CLIFTON MOOR OUT OF SCHOOL CLUB



WHISTLEBLOWING POLICY

3.75 3.80

Our policy aims to encourage you to feel confident in raising concerns and to question and act upon concerns about practice 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 which is in the public's interest. The policy applies to all employees including volunteers, work experience and committee.

What types of concerns are covered?

- 1 conduct which is an offence or breach of the law
- 2 Failure to comply with legal obligation
- 3 health and safety risks, including risks to the public as well as other employees.
- 4 damage to the environment.
- 5 the unauthorised use of public funds.
- 6 possible fraud and corruption.
- 7 sexual or physical abuse of clients.
- 8 other unethical conduct.
- 9 Disclosure related to miscarriages of justice.

NB. Other procedures are available to employee e.g. The grievance procedure which relates to complaints about your own employment. This policy also does not replace other complaints procedure which are for public use.

SAFEGUARDS AND DISCRIMINATION

The organisation recognises that the decision to report a concern can be a difficult one to make. If what you are saying is true, you should have nothing to fear because you will be doing your duty to your employer and those for whom you provide a service.

The organisation will not tolerate any harassment or victimisation and will take appropriate action to protect you when you raise a concern in the public's interest.

CONFIDENTIALITY

All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish., 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 believe the information disclosed is in the public interest.
- must believe it to be substantially true.
- must not act maliciously or make false allegations.
- must not seek any personal gain.
- must not use it as a way of bullying people.

Complaints about breaches of employees own contract of employment should be raised as a grievance. A consequences of the new "public interest" requirements is that employees will generally be precluded from being able to "blow the whistle" about breaches of their own contract. All employees can make a complaint through the grievance policy.

How to raise your concern

As a first step, you should raise concerns in writing, (It is advisable to keep a written record of any concern raised and actions followed.) 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 the committee.

Financial allegations require that the charities commission shall be notified of all financial or accounting irregularities or suspected irregularities.

Complaints about breaches of Employees contracts of employment should be raised as a grievance as outlined in the grievance policy.

For independent advice please call:

Public Concern At Work

Website: www.pcaw.co.uk

Helpline: 020 7404 6609

Email: whistle@pcaw.co.uk

Ofsted whistle blowing hot line 03001233155

The NSPCC is a prescribed whistleblowing body for child welfare and protection. This means that you can raise a concern with us and we will seek to protect you against any unfair treatment at work. Whistle blowing help line number 0800 0280285

See the clubs safeguarding, data protection and grievance policies.

Amendments are in **RED** at the last review date.

NO RED means no amendments at review date.

Signed on behalf of CMOOSC byprint name.....

Datereview date.....oct 25.....

Please do not remove this policy
We require it to be on display at all times.
Thank you