

Whistleblowing Policy and Procedure

Version:	V1.0
Date approved:	17/11/2022
Approved by:	Board of Trustees
Date of last update:	-
Period for review:	Every three years
Policy Scope:	Organisation wide
History of changes:	-

1. The aim of this policy

It is important that any criminal behaviour or other wrongdoing by an employee, or any individual undertaking work with HYCC is reported and properly dealt with.

This Whistleblowing policy is underpinned by the Public Interest Disclosure Act 1998 (known as the Whistleblowers Act). This gives legal protection to employees against being dismissed or penalised by their employers as a result of publicly disclosing certain serious concerns. HYCC is committed to ensuring that no member of staff should feel at a disadvantage in raising legitimate concerns.

This policy applies to anyone working on behalf of HYCC including the board of trustees, paid staff, volunteers, sessional workers and students.

2. Scope of the policy

This policy is intended to cover concerns which are in the public interest and may at least initially be investigated separately but might then lead to other procedures e.g. disciplinary. These concerns could include:

- Financial malpractice or impropriety or fraud
- Failure to comply with a legal obligation or Statutes
- Dangers to Health & Safety or the environment
- Criminal activity
- Improper conduct or unethical behaviour
- Attempts to conceal any of these

3. Confidentiality

HYCC will treat all such disclosures in a confidential and sensitive manner. The identity of the employee/volunteer making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation. However, the investigation process may reveal the source of the information and the individual making the disclosure may need to provide a statement as part of the evidence required.

4. Procedure

If an employee/volunteer has a concern, they should first raise it a youth worker, verbally or in writing. If they feel that this person may be involved or do not wish to approach them, then they should approach the centre director.

If the employee feels a senior manager/trustee may be involved, the employee should report the matter to a trustee.

HYCC will ensure that an investigation takes place and make an objective assessment of the concern. The employee/volunteer will be kept advised of progress where possible and appropriate. And HYCC will ensure the action necessary to resolve the concern is taken.

In all cases, the employee/volunteer is encouraged to exhaust HYCC's internal procedures before contacting external sources such as the Health & Safety Executive, Environment Agency etc.

5. Monitoring and review of the policy

The policy should be reviewed at least every three years to ensure its effectiveness.