

CADBURY BARN TRUST

Whistleblowing Policy

What is Whistleblowing?

Whistleblowing encourages and enables staff, volunteers and trustees to raise serious concerns with the Cadbury Barn Trust rather than overlooking a problem or 'blowing the whistle' outside. People working within the Trust may see things or experiences things that suggest there is something serious wrong within the Trust. However, they may not express their concerns as they feel that speaking up would be disloyal to their colleagues or the Trustees group.

Our Commitment

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

Who the Policy applies to

The policy applies to trustees and all staff including those designed as casual hours, temporary, agency, authorised volunteers or work experience personnel.

The Aims of the Policy

To encourage you to feel confident in raising concerns and to question and act upon concerns about practice.

To provide avenues for you to raise concerns in confidence and receive feedback on any action taken.

To ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied.

To 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.

Types of Concern

Conduct which is an offence or a breach of law.

Failure to comply with a legal obligation.

Disclosures 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, physical or other abuse of clients.

Other unethical conduct.

Actions which are unprofessional, inappropriate or conflict with a general understanding of what is right and wrong.

N.B. This policy does not replace other policies and procedures which can be used, e.g. grievance procedure.

Safeguards and Victimisation

The Trust 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 the Trust and its beneficiaries.

The Trust will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect you when you raise a concern in good faith.

Confidentiality

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.

- You must believe it to be substantially true.
- You must **not** act maliciously or make false allegations.
- You must **not** seek any personal gain.

How to Raise a Concern

As a first step, you should normally raise concerns with a line manager. This may depend, however, on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice. For example, if you believe that management is involved you should approach the Chair of the Board. If you think the Chair of the Board is involved you should approach another Trustee.

Procedure for Dealing with a Disclosure

The person to whom the concern has been reported, i.e. a line manager or trustee, is responsible for investigating the concern, escalating to a more senior person if needed and recording the allegation and any action taken.

They will ask for the following information:

- Your name as the person making the allegation and preferred contact details for you (these will remain confidential)
- The background and history of the allegation, giving relevant dates and names and positions of those who may be in a position to have contributed to the allegation
- The specific reason for the allegation.

If you make an allegation, you may be accompanied by another person of your choosing during any meetings or interviews in connection with the allegation. However, if the matter is subsequently dealt with through another procedure, the right to be accompanied will at that stage be in accordance with the relevant procedure.

The investigator will record details of the allegation, gathering as much information as possible. This will include:

- the record of the allegation
- the acknowledgement of the allocation to you as the person reporting it
- any documents supplied by you as the whistleblower

If the allegation relates to fraud, potential fraud or other financial irregularity the Treasurer will be informed within 5 working days of receipt of the allegation. The Treasurer will determine whether the allegation should be investigated and the method of investigation.

If the allegation discloses evidence of a criminal offence, it will immediately be reported to the Board of Trustees and a decision will be made as to whether to inform the Police.

If the allegation concerns suspected harm to children or vulnerable adults, the appropriate authorities will be informed immediately in line with our Safeguarding policy.

An acknowledgement of the allegation will be made which will state:

- An indication of how the investigator proposes to deal with the matter
- An estimate of how long it will take to provide a final response
- An indication of whether any initial enquiries have been made
- An indication of whether further investigations will take place and, if not, why not

Responsibility for the Procedure

The Board of Trustees have overall responsibility for the operation of this Procedure and for determining the administrative processes to be followed and the format of the records to be kept.

Monitoring

A Register will record the following details:

- The name and status (e.g. employee) of the whistleblower
- The date on which the allegation was received
- The nature of the allegation
- Details of the person who received the allegation
- Whether the allegation is to be investigated and, if yes, by whom
- The outcome of the investigation
- Any other relevant details

The Register will be confidential and only available for inspection by the Board of Trustees. Where allegations are investigated by a line manager, they will report annually to the Board of Trustees on the operation of this procedure and on the whistleblowing allegations made during the period covered by the report. The report will be in a form which does not identify whistleblowers.

Approved by the Board of Trustees on 5 September 2022

Review date: September 2024