

Aireborough Supported Activities Scheme

Registered Charity: 1167044



Policy title	Whistle blowing policy
Policy Unique Identifier	HR_003
Author (s)	Chris Parapia Charity Chairperson
Lead	Chris Parapia Charity Chairperson
Ratified by	Sarah Lee Charity Vice-chairperson Jenny Jeffels Committee Member
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Version	Date	Changes to policy	Reason for Revision
1	04/05/2019	First version, no changes.	Standardisation of policy format

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1 Statement of policy and purpose of policy

- 1.1** Aireborough Supported Activities Scheme believes that its staff and volunteers are professional and skilful in their work. However occasionally it may be that one member of the organisation has concerns about a colleagues' standard of practice. They may be worried that a child is not being cared for properly, being abused or at serious risk. It may be that they have concerns about fraud, financial irregularity or other issues. Everybody has a responsibility to raise those concerns so they can be dealt with appropriately. In most cases the person wishing to raise the concerns should discuss the matter with the person in charge. If this is not possible, or the person is thought to be involved or colluding in some way a member of the Management Committee may be contacted.

2 Principles

- 2.1** A.S.A.S. acknowledges that 'raising concerns' can be an extremely difficult and courageous thing to do. Any person, who has good grounds on which to base their suspicions, even if they do not have proof, will be listened to.
- 2.2** They will be responsible for ensuring that the concerns are looked into or passed to the most appropriate person. Failing this the Local Authority Whistle Blowing Hotline can be contacted.
- 2.3** Depending on the nature of the concern raised, a response regarding the action taken should be supplied to the person raising the concern as soon as possible. It might not always be appropriate to reveal the full extent of the investigation where this relates to personal issues involving a third party.
- 2.4** In some circumstances the use of the Whistle Blowing Policy might overlap with the complaints procedure, disciplinary matters for staff, child protection guidelines or the procedures for allegations against adults who work with children.
- 2.5** All staff and volunteers have a responsibility to maintain high standards of care to children and young people. This policy aims to ensure that serious concerns are properly raised and addressed within the organisation and are recognised as a key tool in enabling the delivery of good practice.
- 2.6** The policy makes it clear that staff and volunteers can whistle blow without fear of victimisation, subsequent discrimination or disadvantage. This Whistle blowing Policy is intended to encourage and enable staff and volunteers to raise serious concerns within the organisation rather than overlooking a problem or seeking a resolution of the problem outside of the organisation.
- 2.7** Staff and Volunteers who do not report bad practice or abuse, neglect or ill treatment of a child or young person or anything illegal will be seen as colluding with unacceptable practice. Such collusion could result in the person being asked to leave and the information being forwarded to the appropriate persons.

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2.8 If a volunteer or staff member makes a false accusation which is later identified as malicious (racist, homophobic etc) then the matter may also result in that person being asked to leave the organisation.

2.9 For further assistance contact

Jo Galasso, Project Manager	0113 460 3206 or 07764 432933
Chris Parapia Chair of Trustees	0113 460 3206 or 07503180 315
Council Whistle Blowing Hotline	0113 2474645