

Whistle Blowing Policy and Procedure

Aim:

We (The Management) feel it is important that any fraud, misconduct or wrong doing by employees, volunteers or people engaged in the organisation's business, is reported and properly dealt with.

Method:

We encourage all individuals to raise any concerns they have about the conduct of others in the setting, or how the setting is run. We realise that effective and honest communication concerning malpractice is required in order for issues to be effectively dealt with.

Whistle blowing relates to all those who work with or within the setting, it gives individuals an opportunity to raise in confidence any issues or concerns they may have that relates to the organisation, it is not a grievance. If the issue or concern affects your own personal circumstances then the setting's grievance procedures should be followed.

Whistle blowing procedures:

1. Reports should be passed onto a manager, if unable to so for any reason, it needs to be reported to the chairperson of the committee.
2. It is the responsibility of all the staff to report any illegal, inappropriate or unethical conduct.
3. All reports will be fully investigated and you will be informed of the outcome, confidentiality will be observed.
4. Whistle blowing will not lead to victimisation or affect any future promotions.
5. Any victimisation will be dealt with through disciplinary procedures.
6. If misconduct is uncovered through an investigation, disciplinary procedures will be followed.
7. If a report is found to be a malicious or false allegation, disciplinary procedures will be taken against the whistle blower.
8. If asked to cover up a wrong doing, it is itself a disciplinary offence and should not be agreed to even if asked to do so by a manager. This should be reported to the chairperson of the committee.

Version	Changes made	Author	Date
1.0	Baseline version	Lyn D	31 st Dec 2015
1.0	Reviewed, no changes made	Lyn D	10 th Aug 2016
1.0	Reviewed, no changes made	Lyn D	2 nd Aug 2017
1.0	Reviewed, no changes made	Lyn D	4 th May 2020

