Little Gems
Wellbeing Centre

Whistleblowing policy

Overview

We are committed to conducting our business with honesty and integrity and we expect all staff to maintain high standards. Any suspected wrongdoing should be reported as soon as possible.

This policy covers all employees, workers, officers, consultants, contractors, and volunteers.

What Type of Concerns?

The policy is intended to deal with serious or sensitive concerns about wrongdoings such as the following:

- A criminal offence
- A failure to comply with any legal obligation
- A failure in the protection of children or vulnerable adults
- A miscarriage of justice
- A health and safety risk to an individual
- Damage to the environment
- Or concealment of the above

How to Raise a Concern

You should raise your concerns with your Line Manager. However, where you prefer not to raise it with your Line Manager for any reason, you should speak with your Employer.

It is not necessary for the individual who raise the concern to prove the wrongdoing that is alleged to have occurred or is likely to occur.

We will arrange a meeting with you as soon as possible to discuss your concern. You may bring a colleague or agreed representative to any meetings under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.

Individuals will not be protected from the consequences of making a disclosure if, by doing so, they commit a criminal offence.

Confidentiality

We hope that staff will feel able to voice whistleblowing concerns openly under this policy. Completely anonymous disclosures are difficult to investigate. If you want to raise your concern confidentially, we will make every effort to keep your identity secret and only reveal it where necessary to those involved in investigating your concern.

External Disclosures

The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases you should not find it necessary to alert anyone externally. However, the law recognises that in some circumstances it may be appropriate for you to report your concerns to an external body such as a regulator. We strongly encourage you to seek advice before reporting a concern to anyone external. Protect operates a confidential helpline. Their contact details are at the end of this policy.

Treatment of Whistleblowers

We aim to encourage openness and will support whistleblowers who raise genuine concerns under this policy, even if they turn out to be mistaken.

Whistleblowers must not suffer any detrimental treatment when they raise a genuine concern. If you believe that you have suffered any such treatment, you should inform your Line Manager immediately. If the matter is not remedied you should raise it formally using our Grievance Procedure.

You must not threaten or retaliate against whistleblowers in any way. If you are involved in such conduct, you may be subject to disciplinary action. In some cases, the whistleblower could have a right to sue you personally for compensation in an employment tribunal.

However, if an individual knowingly or maliciously makes an untrue allegation, we will take appropriate disciplinary action against them, which may constitute gross misconduct.

CONTACTS

Protect (Independent whistleblowing charity)

Helpline: (020) 3117 2520

E-mail: info@protect-advice.org.uk

Website: www.protect-advice.org.uk

Signed:

Name: Hayley James (Manager)

Date: 20 / 10 / 2024