

Whistleblowing Policy

English Martyrs' Leicester Development Trust

Last updated	November 2020
--------------	---------------

The Charity is committed to being open, honest and accountable. It encourages a free and open culture in its dealings between the Trustees.

This policy aims to help the Trustees to raise any serious concerns they may have about colleagues with confidence and without having to worry about being victimised, discriminated against or disadvantaged in any way as a result.

What types 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.

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

However if an individual knowingly or maliciously makes an untrue allegation the Charity reserves the right to remove that individual from the Board.

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

How to raise a concern

The officer designated to handle whistleblowing concerns is Xxxxxxxx and shall be known as the Whistleblowing Officer.

The individual should report directly to the Whistleblowing Officer. If the matter concerns the Whistleblowing Officer, it should be raised with the Trustees.

Individuals are encouraged to raise their concerns in writing where possible, setting out the background and history of their concerns (giving names, dates and places where possible) and indicating the reasons for their concerns.

Disclosures made to a legal advisor in the course of obtaining legal advice will be protected under the Public Interest Disclosure Act.

Protecting the individual raising the concern

If an individual raises a concern which they believe to be true, the Charity will take appropriate action to protect the individual from any harassment, victimisation or bullying.

The matter will be treated confidentially if the individual requests it and their name or position will be not be revealed without their permission unless the Charity has to do so by law. If in other

circumstances the concern cannot be resolved without revealing the individual's identity, the Whistleblowing Officer will discuss with the individual whether and how to proceed.

Concerns raised anonymously tend to be far less effective but the Whistleblowing Officer will decide whether or not to consider the matter taking into account:

- ✓ the seriousness of the matter;
- ✓ whether the concern is believable;
- ✓ whether an investigation can be carried out based on the information provided.

How the Charity will deal with the concern

How the concern will be dealt with, will depend on what it involves. It is likely that further enquiries and/or investigation will be necessary. The concern may be investigated by the Whistleblowing Officer or the Trustees.

It may be necessary for the individual to give evidence in criminal or disciplinary proceedings.

The Charity will give the individual feedback on the progress and outcome of any investigation wherever possible.

If the suspicions are not confirmed by an investigation, the matter will be closed. Trustees will not be treated or regarded any differently for raising the concern, and their confidentiality will continue to be protected.

Change Record

Date of Change:	Changed By:	Comments:
dd/mm/yy	XX	Policy approved by the Trustees