

Whistleblowing Policy

1. Introduction

- 1.1 Employees, volunteers and trustees may, in properly carrying out their duties, have access to, or come into contact with, information of a confidential nature. Their terms and conditions provide that except in the proper performance of their duties, employees are forbidden from disclosing, or making use of in any form whatsoever, such confidential information.
- 1.2 However, the law allows employees to make a 'protected disclosure' of certain information. In order to be 'protected', a disclosure must relate to a specific subject matter (clause 2) and the disclosure must also be made in an appropriate way (clause 3). Whistleblowing protection is confined to a disclosure which, in the reasonable belief of the employee making the disclosure, is made in the public interest.
- 1.3 Sacriston Youth Project ("the Charity") is committed to be compliant with the Bribery Act 2010. The Charity actively encourages a culture of honesty and openness and therefore all employees are required to inform their manager or other designated person of any issue that, in the employee's opinion, might constitute bribery or corruption.

2. Specific Subject Matter

- 2.1 If, in the course of employment, an employee becomes aware of information which they reasonably believe tends to show one or more of the following, they must use the Charity's disclosure procedure set out below:
 - a) That a criminal offence has been committed is being committed or is likely to be committed.
 - b) That a person has failed, is failing or is likely to fail to comply with any legal obligation to which he is subject.
 - c) That a miscarriage of justice that has occurred, is occurring, or is likely to occur.
 - d) That the health or safety of any individual has been, is being, or is likely to be, endangered.
 - e) That the environment, has been, is being, or is likely to be, damaged.
 - f) That information tending to show any of the above, is being, or is likely to be, deliberately concealed.

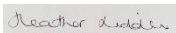
3. Disclosure Procedure

- 3.1 Information which an employee reasonably believes tends to show one or more of the above should promptly be disclosed to the Line Manager so that any appropriate action can be taken.
- 3.2 If it is inappropriate to make such a disclosure to the manager, the employee should speak in confidence to an independent support agency, for example CAB.
- 3.3 Employees will suffer no detriment of any sort for making such a disclosure in accordance with this procedure.
- 3.4 However, failure to follow this procedure may result in the disclosure of information losing its 'protected status.'
- 3.5 For further guidance in relation to this matter or concerning the use of the disclosure procedure generally, employees should speak in confidence to the Line Manager or HR Team.

4. Data Protection

- 4.1 The Charity shall process personal data collected during the investigation process and any subsequent disciplinary action in accordance with its Data Protection Policy. Data collected during the investigation process and subsequent disciplinary action will be held securely and accessed by, and disclosed to, individuals only for the purposes of completing this procedure.

This policy has been approved & authorised by:

Name: Heather Liddle
Position: Trustee – Sacriston Youth Project
Date: April 2021
Signature: 

Date of Review	Reviewed By	Changes Made	Date of Next Review
April 2021	Jo Cameron - Trustee		April 2022