

WHISTLEBLOWING POLICY

FOR CHARITY USERS AND SUPPORTERS

Approved by:	Board of Trustees	Date: March 2022
Last reviewed on:		
Next review due by:	March 2023	

DEFINITION

Whistleblowing is when the charity user or supporter knows, or suspects, that there is some wrongdoing occurring within the charity and alerts the relevant authority accordingly.

Those who whistle blow are protected by the Public Disclosure Act 1998.

ACTIONS TO BE TAKEN BY THE CHARITY USER OR SUPPORTER

If you know, or suspect, that some wrongdoing is occurring within Leicester Children's Holidays, you should raise the matter immediately with the Charity Manager, Chair of trustees or the Charity Commission as appropriate (details below).

POSSIBLE SITUATIONS

Although this list is not exhaustive, examples of situations in which it might be appropriate to report a wrongdoing include:

- A child being put at risk
- a breach, or potential breach, of health and safety legislation
- financial irregularities
- harassment of a member of staff, customer or other individual
- damage to the environment
- the committing of a criminal offence.

Registered Charity in England & Wales No. 1190204

Registered Office: Highcross, Upper Mall, Leicester, LE1 4FP

0116 251 9863 hello@leicesterchildrensholidays.co.uk

www.leicesterchildrensholidays.co.uk



ACTION TO BE TAKEN BY THE MANAGER

The charity manager, who is informed by you of potential wrongdoing, will take immediate action to investigate the situation. In doing so, the manager will take every possible step to maintain your anonymity.

You will be kept informed of any investigation that is taking place and will also be informed of the outcome of the investigation.

If the concern is about the charity manager then the chair of trustees can be informed or the Charity Commission as appropriate.

ALERTING OUTSIDE BODIES TO A POTENTIAL WRONGDOING

If you are not satisfied with the response, you are entitled to contact a relevant external body to express the concerns eg The Charity Commission:

<https://www.gov.uk/guidance/report-serious-wrongdoing-at-a-charity-as-a-worker-or-volunteer> or 0300 066 9197.

In doing this you should:

- have a reasonable belief that the allegation is based on correct facts
- not be making any personal gain from the revelations
- make the disclosure to a relevant body.

A "relevant body" is likely to be a regulatory body (e.g. the Health and Safety Executive, or the Financial Services Authority).

PROTECTION AGAINST DETRIMENT

Anyone who acts under the Public Disclosure Act 1998 will be protected from any detriment in relation to any allegations that are made.

If the charity user or supporter does not follow the procedure set out, which encompasses the requirements of the Public Disclosure Act 1998, the protection against detriment will not apply. Disclosing information in an inappropriate way (e.g. contacting the media) could result in action being taken against you.

Charity Manager: Nicky Kandola nicky@leicesterchildrensholiday.co.uk / 0116 2519863

Chair of trustees: Parvez Bhatti parvez@leicesterchildrensholidays.co.uk / 0116 2519863

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