

WHISTLEBLOWING POLICY

Approved by:	Board of Trustees
Approved on:	26 th July 2023
Next review:	July 2026

DEFINITION

Whistleblowing is when an individual raises a concern about a perceived past, current or future wrongdoing in an organisation or body of people.

The policy applies to all employees and volunteers of Leicester Children's Holidays and provides advice on how they should address any personal matters of conscience or professional concern that they may experience in the course of their work.

All staff and volunteers' "workers" who whistle blow are protected by the Public Interest Disclosure Act 1998.

ACTIONS YOU CAN TAKE

If you know, or suspect, that some wrongdoing is occurring within Leicester Children's Holidays, you should firstly raise the matter with the CEO, chair of trustees or vice chair of trustees.

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
- Safeguarding concerns
- A breach, or potential breach, of health and safety legislation
- Financial irregularities
- Harassment of a member of staff, service users or other individuals
- Damage to the environment
- The committing of a criminal offence.

ACTION TO BE TAKEN BY THE CEO

The CEO once informed of potential wrongdoing will take immediate action to investigate the situation. In doing so, the CEO 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.

All matters will try to be resolved informally in the first instance, if the whistleblower does not believe the outcome to be adequate, formal procedures will be started.

If the concern is about the CEO then the chair of trustees or vice chair of trustees should be informed.

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.

A “relevant body” is likely to be a regulatory body for example:

- The Health and Safety Executive
- The Financial Services Authority
- The Charity Commission:

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.

PROTECTION AGAINST DETRIMENT

Any “worker” who acts under the Public Interest Disclosure Act 1998 will be protected from any detriment in relation to any allegations that are made.

Disclosing liable information in an inappropriate way (e.g. contacting the media) could result in action being taken against you.

CONTACT DETAILS

CEO: Nichola Moore nichola@leicesterchildrensholiday.co.uk / 0116 2519863

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

Vice Chair of trustees: Bryon Brotherton: bryon@leicesterchildrensholidays.co.uk / 01162519863

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