

KIRKLEES SUMMER PLAYScheme CAMP

WHISTLEBLOWING POLICY

This Whistleblowing Policy is to be used when a volunteer wishes to raise a concern about a potential danger or possible illegality that they have witnessed at the camp.

If a volunteer, member of the public, service user or service user relative feel that they have been personally wronged and are seeking a resolution then the Complaints Procedure should be used.

Our Commitment

Kirklees Summer Playscheme Camp (KSPC) takes the utmost care in accepting its responsibilities and obligations to meet the many requirements set out in law and regulation that govern its activities.

KSPC welcomes and encourages all its volunteers to come forward if they have any concerns about real or potential danger or illegality that they have witnessed at Camp.

Victimisation or harassment of a whistleblower will not be tolerated.

Raising a concern in good faith, without personal gain, through this Whistleblowing Policy will not compromise any volunteer's position at the Camp even if the concern is proved unfounded at a later date. Raising matters outside the organisation without first exhausting the procedures as set out below (for example, taking matters to the press) will be seen as not working through this Whistleblowing Policy.

Concerns raised through this Whistleblowing Policy will be taken seriously; will be properly and objectively investigated; and appropriate action will be taken where necessary. KSPC encourages matters of concern to be raised internally as this gives it the opportunity to correct any of its procedures that may need improvement.

Definition

Whistleblowing is when a volunteer wishes to raise a concern about a potential danger or possible illegality that they have witnessed at the Camp, for example:

Unlawful misconduct – assaulting or abusing a child or children

Financial malpractice – anything from stealing from petty cash to full-blown fraud

Dangers to the public – inappropriate behaviour when collecting children from the bus stations or disregarding health & safety rules

Dangers to the environment or to the safety of the children at Camp

Whistleblowing is important to the efficient and proper running of KSPC.

Who is covered by this policy?

All members volunteers are covered by this policy.

Confidentiality

The name(s) of the whistleblower(s) and any volunteers or others involved in the allegation will remain confidential throughout the periods of investigation and action covered by this policy.

In extremis the action could be referral to the police or other prosecuting authority, where confidentiality would be weighed against the need to prosecute.

Procedure

- 1 If a volunteer is concerned about some dangerous, unlawful or illegal practice at the Camp then a formal signed written complaint – detailing the matter(s) of malpractice – should be handed to the Camp Organisers as soon as possible. The name(s) of the Whistleblower(s) will remain confidential but must be on the letter to confirm that it is a genuine complaint.

Anonymous complaints, gossip, informal concerns and matters raised in conversation will not be pursued via this policy.

- 2 If either or both of the Camp Organisers are the subject of the complaint then the letter of complaint should be handed to the Health & Safety Officer.
- 3 The Camp Organisers (or the Health & Safety Officer in the case of the Camp Organisers being the subject of the complaint) will conduct an investigation into the concern raised and, as soon as possible, will set out in a letter to the Whistleblower(s) the process being undertaken and the likely timescale.
- 4 The Camp Organisers (or the Health & Safety Officer in the case of the Camp Organisers being the subject of the complaint) will determine what action to take and will set out in writing to the Whistleblower(s) that action(s).
- 5 The Whistleblower(s), having taken steps 1 to 4 above and having read the letter setting out the action(s) taken or to be taken in the light of the complaint, may wish to take the matter further. In this case the matter should be taken up with the Chair of Trustees, or with the police or other prosecuting body if the malpractice is thought to be illegal or criminally dangerous.

Reviewed and updated February 2021