



Knowledge for Change

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Appendix 4 Whistleblowing Policy

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Introduction

Employees are often the first to realise that there is something seriously wrong with their place of work. However, they may not express their concerns as they feel that speaking up would be disloyal to their colleagues or to their organisation.

A whistle blowing procedure allows employees to raise concerns with management about the conduct of others which they consider to be in some way damaging to the organisation or others within it. It allows employees to do this without fear of harassment or victimisation.

Concerns may include:

- Conduct which is an offence or a breach of law.
- Disclosures related to miscarriages of justice.
- Health and safety risks, including risks to the public as well as other employees.
- Damage to the environment.
- Possible fraud and corruption.
- Abuse of service users
- Other unethical conduct

Our Policy Statement

Knowledge for Change is committed to the highest possible standards of openness and accountability. In line with that commitment we expect employees, and others that we deal with, who have serious concerns about any aspect of our work to come forward and voice those concerns.

It is our policy to:

- Provide avenues for staff to raise concerns in confidence and receive feedback on any action taken.
- Encourage staff to put their name to allegations whenever possible. Exercise management discretion when considering anonymous allegations that take into account:
 - The seriousness of the issues raised

- The credibility of the concern
 - The likelihood of confirming the allegation from attributable sources.
- Ensure that staff receive a response to their concerns and that they are aware of how to pursue them if they are not satisfied.
 - Reassure staff that they will be protected from possible reprisals if they have a reasonable belief that they have made a disclosure in good faith.
 - Consider disciplinary action where allegations are made frivolously, maliciously or for personal gain.

Scope of Policy

- This policy applies to all employees, students and volunteers acting on behalf of K4C.

Implementing our Policy

The **Board of Trustees** have the responsibility to ensure that:

- A culture of openness and accountability is present within K4C.
- Effective management systems are in place to ensure the provision of effective Whistleblowing for K4C staff.
- Staff have access to the required resources, including information, that encourages and enables them to raise serious concerns without fear of victimisation, subsequent discrimination or disadvantage.
- Any harassment or victimisation (including informal pressures) is not tolerated and appropriate action to protect staff when they raise a concern in good faith is taken.
- Any investigation into allegations of potential malpractice will not influence or be influenced by any disciplinary or redundancy procedures that already affect the person(s) making the allegation.
- All concerns are treated in confidence and every effort is made not to reveal the identity of the person making the allegation if they so wish.
- Concerns or allegations which fall within the scope of specific procedures (for example, safeguarding or discrimination issues) are referred for consideration under those procedures.
- Within ten working days of a concern being raised, they write to the person making the allegation:
 - Acknowledging that the concern has been received
 - Indicating how they propose to deal with the matter
 - Giving an estimate of how long it will take to provide a final response
 - Informing whether any initial enquiries have been made
 - Supplying information on staff support mechanisms
 - Informing whether further investigations will take place and if not, why not.
- A record of concerns raised and the outcome (but in a form which does not endanger confidentiality) is maintained.

The **Board of Trustees and Project Coordinators** have the responsibility to ensure that:

- Staff understand the Whistleblowing policy and a culture of openness and accountability is promoted.
- They support the Board of Trustees, as appropriate, in the implementation of the Whistleblowing policy.

All K4C **Employees** have the responsibility to:

- Report any serious concerns that they have about any aspect of service provision or the conduct of K4C staff using the Whistleblowing policy as soon as reasonably possible.
- Raise concerns with their Project Coordinator (or Board of Trustees if it is the Project Coordinator that they are concerned about) and Charity Commission for England and Wales.
- Raise concerns verbally or in writing. Written concerns should include:
 - The background and history of the concern (giving relevant dates);
 - The reason why you are particularly concerned about the situation.
- Take the matter outside K4C if they do not feel the concern is being addressed appropriately, the following are possible contact points:
 - Public Concern at Work (tel: 020 7404 6609), a registered charity whose services are free and strictly confidential
 - Local Citizens Advice Bureau
 - Care quality Commission, 03000 616161
 - Relevant voluntary organisations
 - Police.
- Ensure that they do not disclose confidential information if the matter is taken outside K4C.

Reviewing Our Policy

The implementation of the Whistleblowing Policy will be monitored through K4C Quality System and staff will be encouraged to proactively review practice.

Date of last review: July 2023

Date of next review: July 2024

Appendix 1: Whistleblowing Policy

PROCEDURAL FLOWCHART FOR WHISTLEBLOWING

