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APPROVED BY THE BOARD OF TRUSTEES: 30/09/2023

DATE OF NEXT REVIEW: 30/09/2025

**WHISTLEBLOWING AND RAISING CONCERNS
POLICY AND PROCEDURES**



CONTENTS

1.	About this policy.....	1
2.	What is whistleblowing?	1
3.	How to raise a concern.....	1
4.	Confidentiality.....	1
5.	External disclosures	2
6.	Protection and support for whistle-blowers and those raising a concern.....	2
8.	Putting this policy into practice.....	2

1. ABOUT THIS POLICY

- 1.1 Good Vibrations is committed to conducting business with honesty and integrity. We expect all staff and team-members to maintain high standards. Any suspected wrongdoings should be reported as soon as possible.
- 1.2 This policy covers all employees, contractors, volunteers, trustees, and freelancers.
- 1.3 This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. WHAT IS WHISTLEBLOWING?

- 2.1 Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to our activities. This includes bribery, fraud, criminal activity, miscarriages of justice, health and safety risks, damage to the environment, and breach of legal or professional obligations. It also includes non-criminal behaviour such as harassment and discrimination.
- 2.2 It also includes the following matters:
 - (a) Taking banned materials or substances into or out of secure establishments
 - (b) Illegally/irresponsibly giving people in prison information from the outside and vice versa
 - (c) Not managing information security, safeguarding or people's health and safety adequately when working with vulnerable people
- 2.3 Social media has sadly become a platform for people to abuse others and in some cases this breaches criminal law, e.g. in relation to racism, prejudice and discrimination. Should team members suspect any wrongdoing or dangers in relation to our activities on social media they should also alert Good Vibrations to their concerns, using the procedures below.

3. HOW TO RAISE A CONCERN

- 3.1 We hope that you will be able to raise any concerns with the interim Chief Executive, Jane Gibb on or 07791 293352.
- 3.2 If you prefer not to raise it with Jane for any reason, contact the Chair of the Board, Nick Jolliffe on Nick.Jolliffe@hotmail.co.uk or 07803 814198.
- 3.3 We will arrange a meeting with you as soon as possible to discuss your concerns. You may bring a colleague to any meetings under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.

4. CONFIDENTIALITY

- 4.1 We hope that team members will feel able to raise an issue or voice whistleblowing concerns openly under this policy. Completely anonymous disclosures are difficult to investigate. If you want to raise your concern confidentially, we will make every effort to keep your identity secret and only reveal it where necessary to those involved in investigating it.

5. EXTERNAL DISCLOSURES

- 5.1 The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrong-doing in the workplace. In most cases, you should not find it necessary to alert anyone externally.
- 5.2 If, however, you witness a wrongdoing whilst delivering Good Vibrations activity on another organisation's site, e.g. a secure establishment or community partner, you must:
- (a) Immediately inform the organisation in question of the suspected wrongdoing via their own whistleblowing procedures to avoid risks to others
 - (b) Inform Good Vibrations too using these whistleblowing procedures so that the whistle-blower can be supported.
- 5.3 The law recognises that in some circumstances it may be appropriate for you to report your concerns to an external body such as a regulator. We strongly encourage you to seek advice before reporting a concern to anyone external. *Protect* offers free, confidential whistleblowing advice on 020 3117 2520.

6. PROTECTION AND SUPPORT FOR WHISTLE-BLOWERS AND THOSE RAISING A CONCERN

- 6.1 We aim to encourage openness and will support whistle-blowers or anyone who raises genuine concerns under this policy, even if they turn out to be mistaken.
- 6.2 The person who has raised an issue must not suffer any detrimental treatment because of raising a genuine concern. If you believe that you have suffered any such treatment, you should inform the Chief Executive or Chair of the Board of Trustees immediately.
- 6.3 You must not threaten or retaliate against whistle-blowers or someone who has raised a concern in any way. If you are involved in such conduct you may be subject to disciplinary action.
- 6.4 However, if we conclude that someone has made false allegations maliciously or with a view to personal gain, they may be subject to disciplinary action.

7. PUTTING THIS POLICY INTO PRACTICE

- 7.1 Good Vibrations' Chief Executive will ensure this policy is reviewed once every 2 years to check it is robust and accurate. Trustees will be asked to approve each iteration of it.
- 7.2 Staff, freelancers, contractors and trustees embarking on work with Good Vibrations are required to read the organisation's full range of policies and procedures, giving confirmation that they have read and understood them. They must adhere to this policy and procedures in their Good Vibrations work.
- 7.3 Volunteers working with Good Vibrations must read the policies and procedures, set out in the *Volunteer Handbook*, giving written confirmation that they have read and understood them and will adhere to them in their Good Vibrations work.

GOOD VIBRATIONS WILL PROVIDE REGULAR OPPORTUNITIES FOR TRAINING AND DISCUSSION ABOUT THE PRACTICAL IMPLEMENTATIONS OF THIS POLICY TO TAKE PLACE WITH THE TEAM.