

Coaley Village Hall Public Interest Disclosure Policy (Whistle Blowing Policy)

Introduction

The Coaley village hall trustees are committed to ensuring the highest possible standards of care and the highest possible ethical standards in delivering the services the charity provides. This policy demonstrates the commitment of the trustees to recognise and take action in respect of malpractice, illegal acts or omissions by Committee members, members of staff and Hall users. It is the responsibility of all committee members to ensure that, if they become aware that the actions of other committee members, staff or village hall users might compromise this objective, they will be expected to report the matter in the safe knowledge that this matter will be treated seriously and sensitively.

Scope of the Policy

The policy applies to all committee members and village hall staff.

Situations may arise when it is either, not appropriate or the “concerned” person feels unable to report incidents to the most “available” committee member.

These may include:

- Malpractice or ill treatment of a child, young person and/or vulnerable adult.
- Suspected fraud.
- A criminal offence is, has or likely to be committed.
- Disregard for legislation e.g. health and safety legislation.
- Damage to the environment.

This list is not exhaustive.

3. Procedure for Reporting

1. All committee members, staff and hall users, who reasonably believe they have concerns as described on the complaints form, are encouraged to discuss them with the person(s) involved.
2. In certain cases it is recognised that individuals may be reluctant to voice their concerns, particularly if the conduct or action of a colleague is involved. If this situation is applicable, the person is requested to discuss their concerns with the Chairman of the village hall trustees or one of its Officers.
3. The trustees will do their utmost to ensure that a “concerned” person feels able to raise such concerns confidentially and without fear of subsequent action being taken against them.
4. In all cases, the “concerned” person has the right to discuss their concerns with the Chairman of the village hall trustees.

5. All committee members and volunteers are reminded of their obligations with regard to confidentiality and to only discuss concerns on “a need to know basis”.

Committee Responsibilities

These are as follows:

1. Take the concern seriously
2. Consider the issues fully and sympathetically
3. Recognise that raising a concern can be a difficult experience for some
4. Seek advice where necessary
5. Treat the matter confidentially
6. Reassure the “concerned” person about protection in the event of possible reprisals or victimisation.

The “concerned” person will receive an initial written response within one week, including details of any further action to be taken, and a full written response within one week of the completion of the investigation.

If the “concerned” person is not satisfied with the outcome, the trustees recognise the right of individuals to pursue the matter further. The full management committee would be called together to consider concerns, which could not be resolved satisfactorily by the Finance Committee. Confidentiality is a priority in such sensitive situations.

Concerns about the Chairman – if the concerns were about the Chairman, the Treasurer would consider the complaint.