

Easy read

Centre

Whistleblowing policy

Date these procedures came into effect: 10/11/2021

Date these procedures must be updated by: 01/01/2023

Written by: Torrin Wilkins.



Here we set out our whistleblowing policy.



It applies to all members of Centre. Members of the public can also use it to raise a whistleblowing concern.

Centre

Words like "us", "we", and "our" all mean Centre. This document only applies if we have your information.

Whilst we have tried to include as much information in this guide as possible, you may need to look at our longer length version for all the information about our whistleblowing policy.

People mentioned in the procedure:

Our Complaints Team:



George James:

The Head of Complaints is George James who you can reach at

headofcentrecomplaints@gmail.com

Vacant

Vacant:

The Deputy Head of Complaints is vacant.

Pastoral care officer:



Jasneet Samrai:

Jasneet is the Deputy Director for Centre. They have also worked as a campaign organiser, helping to elect 3 MEP's and they are the Safeguarding and Pastoral Care Officer for Centre.

A whistleblowing issue can be:



Someone breaking the law, covering up wrongdoing, a danger to someone's health and safety or a risk to the environment.

Who to raise a whistleblowing issue with:



You can raise a whistleblowing issue with our Head of Complaints or our Deputy Head of Complaints. They are both independent of Centre.

How to raise a whistleblowing issue:



Make a whistleblowing report using the “complaints and safeguarding” page on our website. You can then include details of your issue in the form.

You should then only talk to us about your report with the member of our complaints team dealing with it.



You can raise a whistleblowing issue alongside other people if you both mention each other.



You will then receive an email to tell you we have received your whistleblowing report. If you don't receive anything within a few days, send our Head or Deputy Head of Complaints to check if they have your report.



If the Head or Deputy Head of Complaints leaves within this process the next person to hold that position will take over investigating the case. Once they are in the position, they will then have three months in which to investigate the case.



Anonymity:

You should not mention the person you made a whistleblowing report about publicly after submitting your report. However, you can discuss what happened if you don't include details that mean other people know who they are. This lasts for three months after submitting a case to us unless the person the whistleblowing report is against has left Centre or if the police are contacted in which case it lasts up until their investigations has concluded. This does not stop you from discussing details with the police, social services or councillors for issues such as mental health.



Where this information goes:

Once we receive your report, we will act on it as soon as possible. The only person who will see your full whistleblowing report is the person you originally sent it to, either the Head or Deputy Head of Complaints. We will then make it so no one else looking at the complaint knows who you are. The only case where information will be shared is if the information needs to be shared with the authorities or the police.



Dealing with complaints:

The person you have submitted your whistleblowing report to will let you know we have received your report within three days. The full report should be completed within three months apart from appeals. They should also keep you up to date with your report.

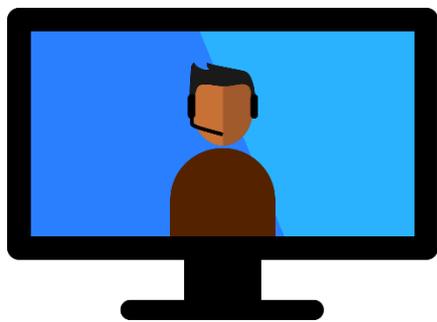


If you lose your email address during this process, then you should contact the head of complaints with your whistleblowing number to change future emails to that address with your case number.



Initially responding to the whistleblowing report:

The first step for the complaint will be to acknowledge they have the whistleblowing report within three days and for the Head or Deputy Head of Complaints.



Pastoral support:

Regardless of whether you are a member of Centre, you can always receive pastoral support from Centre. This may necessary if the person is under 18 or a vulnerable adult. This can include when submitting a whistleblowing report, throughout the process and after the process is complete if requested.

Anonymising the whistleblowing report:

Anonymising the report will involve any details that may be used to identify the person such as their name, gender and age being anonymised if the person who submitted the report wants it to be. To do this, each case will be assigned a number using Excel and the people within the case will only be referred to as person A, person B, person C and so on. The random number will be used for every email sent by the Head or Deputy Head of complaints during the process.

Protecting the person raising the whistleblowing report:

We will not only protect the identity of the person making the whistleblowing report within Centre if they want it, but our complaints team will also ensure they are not removed from their position for making a report.

Investigating the whistleblowing report:

The Head or Deputy Head Complaints then compiles any evidence on the report. This includes a description of the report, any evidence supporting the report and statements from any witnesses.

It can also involve emailing questions to the person who filed the report and those involved in any potential issue.

At the start and the end of an investigation, the who submitted the report will be told what is happening by email.

Acting on the report:

The Head or Deputy Head of Complaints will then draw up a list of possible actions which may include suspension of members or an action plan to correct any issues. The report will then be handed onto the Director, the Deputy Director or the Head of Policy depending on the highest person who isn't implicated.

Breaches of the law:

When a breach of the law is believed to be involved, then the issue will be reported to the police by the Head or Deputy Head of Complaints.



Informing you when an outcome has been decided:

The Head or Deputy Head of Complaints will email the person who submitted the whistleblowing report to let them know of the outcome and any next steps. This could include members being suspended or new policies being put in place.

Appeals:

If the person who made the report is unhappy with the outcome of the case, then an appeal can be made. The appeal will go through the person who did not originally deal with the complaint. They will go through the procedure again either to keep the original decision or to change it.



Learning lessons from whistleblowing issues:

To learn the lessons from any issues we will keep anonymous records of whistleblowing report. This involve storing the information on a password protected Excel document that only the Head or Deputy Head of Complaints can access. The records will be kept for four years and, after that, date, this will be deleted.