

St Cuthbert's Society Junior Common Room (1168134)

Whistleblowing Policy

POL014

Approved/issue	June 2019	Locations	Website Trustee Share Drive
Review Cycle	Annual		
Next review due	June 20120	Circulation details	Executive Committee Trustees
Review by	Trustee Legal Committee		

1. Introduction

- 1.1. This policy is intended to outline the official approach that St Cuthbert's Society Junior Common Room (referred to as "the JCR") shall take in regards to whistleblowing.
- 1.2. For the purpose of this policy, whistleblowing is defined as the disclosure of information, which relates to suspected wrongdoing or dangers at work.
- 1.3. A whistle-blower is a person who raises a genuine concern relating to any misconduct in the workplace. If there are genuine concerns related to suspected wrongdoing or danger affecting any of our activities (a 'whistleblowing concern') it should be reported under this policy.
- 1.4. This policy does not form part of any employee's contract of employment and it may be amended at any time.
- 1.5. This policy applies to all JCR members.

2. The charity aims to conduct its business with honesty and integrity with all volunteers and employees maintaining high standards. However, all organisations face the risk of things going wrong from time to time, or of unknowingly harbouring illegal or unethical conduct. A culture of openness and accountability is essential in order to prevent such situations occurring or to address them when they do occur.

3. The Aims of this Policy are:

- 3.1. To encourage volunteers and employees to report suspected wrongdoing as soon as possible, in the knowledge that their concerns will be taken seriously and investigated as appropriate, and that their confidentiality will be respected.
- 3.2. To provide volunteers and employees with guidance as to how to raise those concerns.
- 3.3. To reassure volunteers and employees that they should be able to raise genuine concerns without fear of reprisals, even if they turn out to be mistaken.

4. Raising a Whistleblowing Concern

- 4.1. For many, a concern may be raised with a supervisor who can resolve the concern quickly and effectively.
- 4.2. However, where the matter is more serious, or it is felt that the supervisor has not addressed the concern, or it is preferred not to raise it with them for any reason, a Whistleblowing Officer should be contacted. Contact details are set out at the end of the policy.
- 4.3. A meeting will be arranged to discuss the concern. The whistle-blower may bring a student representative or fellow JCR member to any meeting under this policy. This companion must respect the confidentiality of your disclosure and any subsequent investigation.
- 4.4. A written summary of the concern will be made.

5. Confidentiality

- 5.1. The JCR hopes that volunteers and employees feel comfortable to voice whistleblowing concerns openly under this policy. However, if a concern is requested to be confidential, every effort will be made to keep the whistle-blower's identity secret. If it is necessary for anyone investigating the concern to know the whistle-blower's identity, this will be discussed with the whistle-blower.
- 5.2. Volunteers and employees are not encouraged to make disclosures anonymously. Proper investigation may be more difficult or impossible if further information cannot be obtained from the whistle-blower. It is also more difficult to establish whether any allegations are credible.
- 5.3. If you are in any doubt you can seek advice from Public Concern at Work, the independent whistleblowing charity, who offer a confidential helpline. Their contact

details are at the end of this policy.

6. Investigating and Outcome

- 6.1. Once you have raised a concern, an initial assessment will be carried out by the Trustee Board to determine the scope of any investigation. You will be informed of the outcome of our assessment. You may be required to attend additional meetings in order to provide further information.
- 6.2. We will aim to keep you informed of the progress of the investigation and its likely timescale. However, sometimes the need for confidentiality may prevent us giving you specific details of the investigation or any disciplinary action taken as a result. You should treat any information about the investigation as confidential.
- 6.3. If we conclude that a whistle-blower has made false allegations maliciously or with a view to personal gain, the whistle-blower may be subject to disciplinary action as laid out in the Disciplinary Policy.

7. If You Are Not Satisfied

- 7.1. While we cannot always guarantee the outcome you are seeking, we will try to deal with your concern fairly and in an appropriate way. By using this policy you can help us to achieve this.
- 7.2. If you are not happy with the way in which your concern has been handled, you can raise it via the complaints policy.

8. Protection and Support for Whistle-Blowers

- 8.1. It is understandable that whistle-blowers are sometimes worried about possible repercussions. We aim to encourage openness and will support volunteers and employees who raise genuine concerns under this policy, even if they turn out to be mistaken.
- 8.2. Volunteers and employees must not suffer any detrimental treatment as a result of raising a concern. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should inform the Whistleblowing Officer immediately.
- 8.3. Volunteers and employees must not threaten or retaliate against whistle-blowers in any way. If you are involved in such conduct you may be subject to disciplinary action.

9. Contacts

Tim Chapman, Chair of Cuth's JCR Trustee Board (2018-2019), Sean Barnett (2019-2020)
Amy Kuner, President of the Society (2018-2020), Elena Martin (2019-2020)
Public Concern at Work

10. Approval and Review

- 10.1. This Whistle-Blowing Policy was prepared by the JCR President on behalf of the JCR Trustee Board.
- 10.2. This Whistle-Blowing Policy will be reviewed every 3 years by the Trustee Board in consultation with relevant parties including the JCR President and Executive Committee Members.

This Whistle-Blowing Policy has been approved by the JCR President and Trustee Board.

Signed Tim Chapman

Signed Amy Kuner

Dated June 29th 2019

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Chair, JCR Trust 2018-2019

JCR President 2018-19