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**The Change Foundation’s**

**Whistleblowing policy**

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| Date Approved: |  |
| Date of Next review: |  |
| Related Policies: | Safeguarding Policy, Code of Conduct and Complaints Policy |

1. **Introduction**

The Change Foundation always aims to conduct itself ethically and with honesty and integrity. We expect the same standards from all our people – including our employees, trustees, members and volunteers.

There may, however, be occasions, when we, or our people, do not get this right. In these instances, there may be a need to raise genuine and serious concerns through this whistleblowing policy.

The separate complaints policy sets out our arrangements for considering reports of dissatisfaction about our work.

This policy applies to everyone who works for and volunteers with The Change Foundation. This includes employees, trustees, members, volunteers and contractors.

1. **Whistleblowing**

‘Whistleblowing’ is a term used to refer to the internal or external reporting of serious wrongdoing, illegal acts, or omissions, at work.

Examples of the sort of concerns that you may have could include:

* Failure to uphold professional standards or any of our policies.
* Concern that a disadvantaged or disabled young person may be at risk.
* Dangers to health and safety.
* Risk of fraud or other criminal activity.
* Conduct likely to have a significant negative effect on the Charity’s reputation.

1. **Raising and reporting your concerns**

If you become aware of serious matters that you consider to be inappropriate, we would encourage you to raise your concerns under this policy. It is important to us that such concerns are addressed promptly, is properly investigated and that we are recognised for ensuring, as far as possible, high standards across everything that we do.

We rely on individuals to always act in good faith, and would expect as a result that occasionally concerns will be raised that subsequently turn out not to be an issue. We do not tolerate any form of harassment or victimisation against any individual who raises, in good faith, what they believe to be a genuine and significant concern. We will not, however, tolerate individuals raising concerns that they know to be untrue. Such actions will be taken seriously.

You should raise your whistleblowing concern as soon as possible. This will make it easier to act and to enable any problems to be resolved or reported quickly.

You can report your concerns orally, but written reports are preferable as these will make the process and efficient and effective. You should describe the reason why the situation gives cause for concern and provide any other relevant context and background – for example, dates and names.

1. **Who should I raise my concerns with?**

We would encourage you to raise your concerns under this policy with one of the following people.

* **Chief Executive Officer** – email: [andysellins@changefdn.org.uk](mailto:andysellins@changefdn.org.uk)
* **Chair of Trustees** – email: [vickylowe@changefdn.org.uk](mailto:vickylowe@changefdn.org.uk)
* **Chair of Resource & Governance Committee** – by mail to The Change Foundation office marked ‘private and confidential’

If you are an employee, you should always look to raise your concern with your line manager in the first instance. Where this is not possible or appropriate, you should contact their manager, or one of the people listed above.

1. **Confidentiality**

We can consider anonymous disclosures but letting us know your identity can help us by allowing us to investigate your concerns and give feedback on outcomes.

When you raise your concerns, you should tell us if you wish your identity to be kept confidential. We will respect confidentiality throughout the process unless subsequently, we have a legal or other responsibility to disclose your identity. If this is the case, we will inform you.

You should be aware that in certain circumstances (such as matters of confidentiality involving other individuals) we may not be able to provide you with precise detail as to how a concern is being investigated.

1. **How concerns will be handled**

Your concerns will be acknowledged and we will inform you about how we plan to investigate. This may include asking for more information or arranging to meet with you.

After we have considered your concerns, we will let you know what action, if any, we plan to take and the reasons why (unless we are unable to for reasons of confidentiality – see section five).

Typically, the matters raised may result in one or more of the following outcomes:

* No action is required.
* An internal investigation under this policy.
* Action being taken under another Change Foundation policy.
* Referral to the police or another relevant statutory body.
* Referral to a regulator.
* Referral to the Charity’s external auditors.

**7. External disclosures**

We encourage you to exhaust the internal processes set out in this policy in the first instance.

If you have serious concerns that you would like to bring to the attention of the one of the Charity’s regulators, you can contact them via the contact details contained on their websites.

* Charity Commission for England and Wales – [www.charity-commission.gov.uk](http://www.charity-commission.gov.uk)
* Fundraising regulator - <https://www.fundraisingregulator.org.uk/>
* Office of the Scottish Charity regulator - [www.oscr.org.uk](http://www.oscr.org.uk)

**8. Further help**

If you require support and advice, you might consider discussing your situation with someone at the whistleblowing charity, Protect. They offer free advice to people about whistleblowing concerns. You can visit their website here: <https://protect-advice.org.uk>