



CHILDREN'S WORLD

reg. charity no. 1172322

28 Northload Street, Glastonbury BA6 9JJ
01458 833693

info@childrensworldcharity.org

Directors: Paddy Hill Co-Ordinator: Jessica Hirst

Trustees: Jill Barker, Catherine Busby, Martin Casey,
Maggie Dear, Jessica Hirst, Haggis McLeod, Elizabeth Carruthers

Patron: Michael Eavis CBE

www.childrensworldcharity.org

Whistleblowing Policy For Employees and Trustees

Children's World Charity expects all its trustees and staff to uphold the highest level of integrity when working for Children's World and encourages the reporting of any wrongdoing that they are concerned about at. Children's World considers whistleblowing a positive act that is in the interest of the Children's World Charity.

Please follow the procedure outlined in this policy to immediately report any concerns that you have about this kind of conduct, so that we can take the necessary action to address these concerns as fast as possible. This policy also covers the actions of third parties such as suppliers and service providers.

If your complaint is about the behaviour of others towards you, our behaviour policy or grievance policy contain the relevant guidance on how to proceed. These types of behaviours are not covered by this whistleblowing policy.

The purpose of this policy is to:

Encourage people to say something if they see or become aware of serious wrongdoing.

Assure everyone that they will be protected if they report any wrongdoing in good faith.

Ask people to raise their concerns within Children's World Charity, in the first instance, rather than taking the matter outside it.

Key Legislation:

Employment Rights Act 1996 (as amended by the Public Interest Disclosure Act 1998).

What is whistleblowing?

'Whistleblowing' means the reporting of suspected misconduct, fraud, illegal acts, abuse of people or resources, or failure to take necessary action by anyone at Children's World Charity. You're a whistle-blower if you report certain types of wrongdoing. The wrongdoing you disclose must be in the public interest. This means it must affect others, for example other employees, Children's World Charity or members of the public.

Protection for a whistle-blower:

As a whistle-blower law protects you if you are an employee. Children's World Charity assures you that you shall not be treated unfairly or lose your job because you 'blew the whistle'. Whistle-blowers, who are not Children's World Charity employees, are also assured that Children's World Charity will not treat them unfavourably as a result of their whistleblowing.

What type of disclosures are protected?

It must relate to at least one of the following matters that 'qualify' for protection:

- A criminal offence.
- A breach of a legal obligation.
- A miscarriage of justice.
- A danger to the health and safety of any individual.
- Damage to the environment.
- Deliberate concealment of information tending to show any of the above five matters.

The whistle blower must:

- Reasonably believe that the relevant failure relates to 'the proper administration of charities and funds given, or held, for charitable purposes'.
- Reasonably believe that the information disclosed and any allegation contained in it are substantially true.

Who to report your concerns to:

Report any wrongdoing or any concern to Catherine Busby - Chair of the Board of Trustees. Your report will be dealt with seriously and promptly. The 'whistle blower' will be kept informed of the action being taken on their report.

- The Whistle-blower should promptly report the suspected or actual event to Catherine Busby – Chair of the Board of Trustees.
- If the Whistle-blower would be uncomfortable or otherwise reluctant to report to Catherine Busby – Chair of the Board of Trustees then the Whistle-blower could report the event to the next highest or another level of management, including to an appropriate Board Committee or member.
- The Whistle-blower can report the event with his/her identity or anonymously.
- The Whistle blower shall receive no retaliation or retribution for a report that was provided in good faith – that was not done primarily with malice to damage another or the organization.

- A Whistle-blower who makes a report that is not done in good faith is subject to discipline, including termination of the Board or employee relationship, or other legal means to protect the reputation of the organization and members of its Board and staff.
- Anyone who retaliates against the Whistle-blower (who reported an event in good faith) will be subject to discipline, including termination of Board or employee status.
- Crimes against person or property, such as assault, rape, burglary, etc., should immediately be reported to local law enforcement personnel.
- Supervisors, managers and/or Board members who receive the reports must promptly act to investigate and/or resolve the issue.
- The Whistle-blower shall receive a report within five business days of the initial report, regarding the investigation, disposition or resolution of the issue.
- If the investigation of a report, that was done in good faith and investigated by internal personnel, is not to the Whistle-blower's satisfaction, then he/she has the right to report the event to the appropriate legal or investigative agency.
- The identity of the Whistle-blower, if known, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement, in which case members of the organization are subject to subpoena.

Involving the media.

Involving the media in a whistleblowing matter often has the effect of inflaming the situation, not assisting it. It can significantly hamper evidence gathering and the willingness of other relevant individuals to support the process.

We therefore strongly discourage you from involving the media. Children's World Charity will treat any contact with the press as a serious disciplinary issue justifying dismissal, unless exceptional circumstances exist. For example, we would generally expect you to have taken all reasonable steps to deal with the matter internally, or with an external regulator, and to have taken full advice from a lawyer or from Public Concern At Work, before you could justify involving the press.

If you would like more information about your rights as a whistleblower and how you are entitled to be protected, you can contact Public Concern at Work, which is an independent charity offering a confidential helpline on 020 7404 [6609](tel:02074046609); www.pcaw.org.uk.

Charity employees can report concerns about certain categories of serious wrongdoing at their charity to the UK Charity Commission.

<https://www.gov.uk/guidance/report-serious-wrongdoing-at-a-charity-as-a-worker-or-volunteer>

How can trustees report a serious wrongdoing?

Trustees should report an actual or suspected serious incident by emailing the Charity Commission as soon as they find out. The email address is rsi@charitycommission.gsi.gov.uk.

They should say what happened and how they are dealing with the incident. They need to do this even if they have already reported it to the police or another regulator.

The detailed guidance from the Charity Commission on reporting serious incidents explains what to report for each type of incident. This guidance is available under the title of "Reporting serious incidents: guidance for charity trustees"

How can a member of public make a complaint?

Children's World Charity knows that, despite our best efforts, we will sometimes make mistakes or not meet the standards expected of us. We don't want to just ignore our mistakes; we want to learn from them. That is why we request people to tell us when they see something wrong. Please use our 'Compliments, Comments and Complaints Policy' to raise your concerns if you are a member of public, not an employee here.

This policy was written on: 01/04/2021

Written by Maggie Dear and Angela Bolton

Signed:



Maggie Dear, Vice Chair and Trustee responsible for Safeguarding and HR, Children's World Charity.

Reviewed by Maggie Dear, Trustee responsible for Safeguarding, 1st April 2022

Reviewed by Maggie Dear, Vice Chair and Trustee responsible for HR & Safeguarding, 17th January 2023

Next review date: 17th January 2024

CONTACT NUMBERS:

Children's World office: 01458 833693

Children's World Safeguarding Officer: Maggie Dear 07595 424429

LOCAL AUTHORITIES:

Somerset County Council: 0300 123 2224 (out of hours 0300 123 23 27)

North Somerset Council: 01275 888 808

Bath & North East Somerset Council: 01225 396312 or 01225 396313 (out of hours 01454 615165)

Bristol City Council: 0117 903 6444 (out of hours 01454 615 165)

POLICE: 101