

Parish of Hazlemere: Whistleblowing Policy

Effective from: 24 May 2021

1. PURPOSE

- 1.1. The Whistleblowing Policy should be used to allow those with a genuine concern to bypass formal structures to make a disclosure or 'blow the whistle' with an appropriate person without fear of retribution.

2. SCOPE

- 2.1. This policy covers all PCC employees

3. POLICY STATEMENT

- 3.1. The policy of Hazlemere PCC is to safeguard the interests of any of its employees when they raise concerns about certain types of wrongdoing¹.
- 3.2. Complaints that count as whistleblowing include the following:
 - 3.2.1. a criminal offence, for example fraud
 - 3.2.2. someone's health and safety is in danger
 - 3.2.3. risk or actual damage to the environment
 - 3.2.4. a miscarriage of justice
 - 3.2.5. the church is breaking the law, for example does not have the right insurance
 - 3.2.6. where an employee believes someone is covering up wrongdoing

¹This wrongdoing will usually, though not always, occur in the workplace. The wrongdoing may be an incident that happened in the past, is happening now or that the employee believes may happen in the future.

- 3.2.7. neglect or abuse, mental, physical, emotional, sexual, racial/ethnic or financial, of service users or any similar abuse of colleagues.
- 3.3. The PCC accepts that it is bound by legislation in the Public Interest Disclosure Act 1998 and guarantees that procedures will be invoked in ways which do not prejudice the “*whistleblower’s*” own position and prospects.
- 3.4. The PCC will not treat the employee unfairly because they are a whistleblower
- 3.5. The PCC is committed, through training, to ensuring that employees:
 - 3.5.1. Have knowledge and understanding of protection procedures;
 - 3.5.2. Are able, where possible, to disclose information in confidence and remain anonymous;
 - 3.5.3. Are committed to emphasising that harassment is unacceptable;
 - 3.5.4. Are enabled to identify oppressive abuse when it occurs;
 - 3.5.5. Are informed regarding their individual duty to act to protect service users;
 - 3.5.6. Are made aware of measures to safeguard their interests if they act as “*whistleblowers*”
 - 3.5.7. Are made aware of their rights under the Public Interest Disclosure Act 1998.

4. ROLES AND RESPONSIBILITIES

- 4.1. The PCC sees its employees in the roles of *alerters* to promote the safeguarding of the rights of others, to log any concerns and report such concerns to appropriate managers. *Alerters* are not being asked to verify or prove that concerns are true.
- 4.2. The PCC undertakes to protect its employees from victimisation when they act as *alerters* and provide support throughout the investigation process.

5. COMMUNICATION AND AWARENESS OF THE POLICY

- 5.1. The PCC, through its training, instructs its employees that it is their duty to their employer and their professional obligation to raise legitimate concerns

about suspected misconduct by colleagues, managers or those with whom it works notably in community projects.

- 5.2. Employees who are concerned about any malpractice but unsure whether to blow the whistle or to stay silent or are unclear about how to go about blowing the whistle may obtain free expert help from the independent charity "Public Concern at Work", Suite 306, 16 Baldwins Gardens, London, EC1N 7RJ. Telephone: 0207 404 6609.

6. IMPLEMENTATION, MONITORING AND REVIEW

- 6.1. New staff will be made aware of this policy and the guidelines which sit alongside it as part of the induction process and thereafter on an annual basis.
- 6.2. This policy is subject to monitoring & review as per the Policy Control Spreadsheet.

Frequency of Review: 2 yearly

PCC Lead / Champion: Operations Manager (Jane Montgomery)

PCC Nominated Subgroup: n/a

Lead Manager (member of staff): Jane Montgomery

Authors: Jane Montgomery

Next review date: See Policy Control Spreadsheet

Failure to adhere this policy may result in disciplinary action being taken.

Signed:

Date: May 2021

