



# Whistleblowing Policy

Richmond Good Neighbours

**Policy effective from:** February 2024

**Approved by:** Board of Trustees

**Last reviewed on:** April 2024

**Next review due by:** April 2027

## Version history

Version	Description of change	Author	Approved
1.0	Original version.	Anne Ardis	Board of Trustees, April 2024



## **Whistleblowing Policy**

Richmond Good Neighbours (RGN) is committed to being open, honest and accountable. It encourages a free and open culture in its dealings between the trustees and those working in RGN, both employees and volunteers.

This policy aims to help the trustees, employees and volunteers to raise any serious concerns they may have about colleagues or their employer with confidence and without having to worry about being victimised, discriminated against or disadvantaged in any way as a result. It is written in the context of the Public Interest Disclosure Act 1998, which protects employees who 'blow the whistle' on malpractices within their organisation.

Where clients wish to raise concerns involving trustees, volunteers or members of RGN's staff it is expected that those concerns will be raised through the separate RGN Complaints Procedure.

## **What types of concerns?**

This policy is intended to deal with serious or sensitive concerns about wrongdoings such as the following:

- a criminal offence
- a failure to comply with any legal obligation.
- a failure in the protection of children or vulnerable adults
- a miscarriage of justice
- a health and safety risk to an individual
- damage to the environment
- concealment of the above.

It is not necessary for individuals who raise the concern to prove the wrongdoing that is alleged to have occurred or is likely to occur. However, if an individual knowingly or maliciously makes an untrue allegation (e.g.: in order to cause disruption with RGN), RGN will take appropriate disciplinary action against them. It may constitute gross misconduct. Individuals should note that they will not be protected from the consequences of making a disclosure if, by doing so, they commit a criminal offence.



## **How to raise a concern**

Employees, volunteers and trustees can raise concerns under this policy orally or in writing. If the whistleblower would like to raise a concern in confidence, they should say so in order for a confidential meeting to be arranged.

### ***Step 1***

If the whistleblower is concerned about something at work, RGN hopes that they will feel able to raise it first with the Organiser or one of the RGN Trustees.

### ***Step 2***

If this step has been followed and concerns still remain, or if the whistleblower feels that the matter is so serious that they cannot discuss it with any of the above, they should contact the Chair of Trustees.

## **How RGN will deal with whistleblower's concerns**

Once a concern has been reported, the person that it was reported to will assess what action to take. They will then write to the whistleblower within 10 days summarising the concern and telling them how RGN proposes to deal with it and by when. Action taken will depend on the nature and seriousness of the concern. The matter may be passed to the most relevant person or body to investigate and report back.

RGN will try to handle any matter raised with it fairly and properly. RGN will give the complainant as much feedback as it properly can and as the complainant requires. Please note that RGN may not be able to divulge the precise action it has taken where this would infringe upon a duty of confidence between RGN and someone else.

## **Non-employees**

Whilst the majority of disclosures will be made by employees, there is scope for non-employees and those associated with Richmond Good Neighbours to raise whistleblowing concerns. This may include clients, funders, volunteers, or other persons with an association to Richmond Good Neighbours. Members of the public may also feel they wish to pursue a matter they feel is in the public interest.