



## **Public Interest Disclosure (Whistle Blowing) Policy**

### **Purpose**

GCG is committed to high standards of care and ethics. This policy demonstrates the trustees' (Board's) commitment to recognise and take action in respect of malpractice, illegal acts or omissions by its members, volunteers and/or centre users. It is the responsibility of all trustees (Board members) employees and volunteers to ensure that if they become aware that the actions of other Board members, employees, volunteers or centre users might compromise this objective, they will be expected to report the matter in the safe knowledge that this matter will be treated seriously and sensitively.

### **Scope**

The policy applies to all trustees (Board members) and volunteers. Situations may arise when it is not appropriate, or the concerned person feels unable to report incidents to the most available Board member. These may include are but not limited to:

- malpractice or ill treatment of a child, young person and/or vulnerable adult
- suspected fraud
- a criminal offence is, has or is likely to be committed
- disregard for legislation e.g. health and safety legislation
- damage to the environment

### **Procedure for Reporting**

1. All Board members, employees, and volunteers who reasonably believe they have concerns as described on the complaints form, are encouraged to discuss them with the person(s) involved.
2. In certain cases, it is recognised that individuals may be reluctant to voice their concerns, particularly if the conduct or action of a colleague is involved. If this situation is applicable, the person may discuss their concerns with the Chair of the Board. If their complaint/concern relates to the Chair, they should refer to the Deputy Chair.



The concerned person will receive an initial written response within five working days, including details of any further action to be taken, and a full written response within seven working days of the completion of the investigation.

4. If the concerned person is not satisfied with the outcome, the Board recognises the right of individuals to pursue the matter further. The full Board would be called together to consider the concerns.

**Board Responsibilities** These are as follows:

- foster an environment where people feel able to raise concerns confidentially
- recognise that raising a concern can be a difficult experience for some
- when concerns are raised, take them seriously and consider the issues fully and sympathetically, reassure the concerned person about protection in the event of possible reprisals or victimisation. treat the matter confidentially and only discuss with others on a need-to-know basis
- seek advice where necessary.