



Whistleblowing Policy September 2023-2024	
AIM:	To provide clear direction to staff and others about 'whistleblowing'
NAMED STAFF/PERSONNEL WITH SPECIFIC RESPONSIBILITY FOR SAFEGUARDING	<ul style="list-style-type: none">• Lead – Steve Egan• Deputies – Anita McGreevy• Nominated Trustee – Holly McClave
DISTRIBUTION:	<ul style="list-style-type: none">• CWP staff, volunteers and learners• Service users• Website
DATE FOR IMPLEMENTATION:	1 st Sept 2023
DATE OF NEXT REVIEW:	31 st August 2024
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APPROVED BY:	Bill Adams– Chair of Trustees

Whistleblowing Policy

Whistle blowing

This policy relates to all activities that take place within CWP.

What is Whistle blowing?

- Our Commitment
- Who does the policy apply to?
- The aims of the policy?
- What types of concerns are covered?
- Safeguards and victimisation
- Confidentiality
- How to raise a concern

What is Whistle blowing?

Whistle blowing encourages and enables employees to raise serious concerns **within** the organisation rather than overlooking a problem or 'blowing the whistle' outside.

Employees are often the first to realise that there is something seriously wrong within the organisation. However, they may not express their concerns as they feel that speaking up would be disloyal to their colleagues or to the organisation.

Our Commitment

Creativity Works Preston is committed to the highest possible standards of openness, probity, and accountability. In line with that commitment, we expect employees, and others that we deal with, who have serious concerns about any aspect of the organisations work to come forward and voice those concerns.

Who does the policy apply to?

The policy applies to all employees, (including those designated as casual hours, temporary, agency, authorised volunteers or work experience), and those contractors working for the organisation on the premises, for example, agency staff, builders, drivers. It also covers suppliers and those providing services under a contract with the organisation.

Policy aims

- provide avenues for you to raise concerns in confidence and receive feedback on any action taken.
- ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied.
- reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made a disclosure in good faith.

What types of concerns are covered?

- all low cases at start, conduct which is an offence or a breach of law.
- disclosure related to miscarriages of justice.
- health and safety risks, including risks to the public as well as other employees.
- damage to the environment.
- the unauthorised use of public funds.
- possible fraud and corruption
- sexual or physical abuse of clients.
- other unethical conduct

NB. Other procedures are available to employees and students, i.e. The grievance procedure which relates to complaints about your own employment and conditions of education (contained within staff and student handbooks)

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Safeguards

CWP recognises that the decision to report a concern can be a difficult one to make. If what you are saying is true, you should have nothing to fear because you will be doing your duty to your employer or education establishment and those for whom you provide a service.

CWP will not tolerate any harassment or victimisation and will take appropriate action to protect you when you raise a concern in good faith.

Confidentiality

All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. At the appropriate time, however, you may need to come forward as a witness. This policy encourages you however to put your name to your concern whenever possible. Please note that you must disclose the information:

- in good faith
- must believe it to be actually true.
- must **not** act maliciously or make false allegations.
- must **not** seek any personal gain.

How To Raise Your Concern

As a first step, you should normally raise concerns either verbally or in writing with your immediate supervisor/manager. This may depend, however, on the seriousness and sensitivity of the issue involved and who is suspected of the malpractice. For example, if you believe that management is involved you should approach a more senior level of management, in CWP case this would be the Chair of the Trustees, currently Bill Adams.

For independent advice please call:

- **Public Concern at Work**
- **Website:** www.pcaw.co.uk
- **Helpline:** 020 7404 6609
- **Email:** whistle@pcaw.co.uk