



Whistleblowing Policy for An Hour for Others

Purpose

The purpose of this Whistleblowing Policy is to encourage and enable staff, volunteers, and stakeholders of An Hour for Others to raise concerns about wrongdoing or malpractice within the charity. This policy aims to ensure that all concerns are taken seriously and addressed appropriately, fostering a culture of transparency and accountability.

Scope

This policy applies to all staff, volunteers, and stakeholders associated with An Hour for Others. It covers concerns related to:

- Criminal activity
- Child protection issues including Safeguarding and Prevent
- Fraud or financial misconduct
- Health and safety violations
- Breaches of charity regulations
- Any other unethical or inappropriate behaviour

Policy Statement

An Hour for Others is committed to maintaining the highest standards of integrity and accountability. We encourage individuals to report any concerns they may have regarding unethical behaviour or malpractice. Whistleblowers will be protected from retaliation, and their confidentiality will be fully maintained possible.

Reporting Procedure

Raising a Concern:

Concerns should be reported as soon as possible. Individuals can report their concerns to management team or safeguarding leads.

If the concern involves the management team or safeguarding leads, they should report to the Trustees. The process to do so is via the safeguarding page on our Website. You will find a link which will inform our trustees directly after you have submitted.

If you have reported a concern, you should be given assurance that it will be investigated appropriately.

Confidentiality

All reports will be treated confidentially. The identity of the whistleblower will be protected, and information will only be disclosed on a need-to-know basis.

Investigation

All concerns raised will be investigated promptly and thoroughly. The whistleblower will be informed of the outcome of the investigation, where appropriate.

**Protection Against Retaliation**

An Hour for Others will not tolerate any form of retaliation against individuals who raise concerns in good faith. Any retaliatory actions will be subject to disciplinary measures.

False Allegations

Individuals are encouraged to report genuine concerns. However, making false allegations knowingly or maliciously may result in disciplinary action.

Review of Policy

This policy will be reviewed annually to ensure its effectiveness and relevance. Any amendments will be communicated to all staff and volunteers.

Conclusion

An Hour for Others values the contributions of all staff and volunteers and is committed to creating a safe environment where concerns can be raised without fear. By adhering to this Whistleblowing Policy, we can ensure that our charity operates with integrity and transparency, benefiting all.

Policy Developed – October 2025

Sent to Trustees – November 2025

Scheduled Review – October 2026