

Whistleblowing Policy

Spinnaker Trust aims to deal with people and organisations with the utmost respect and professionalism. However, it recognises that it is not immune from the potential for employees to act illegally, dangerously or inappropriately. Therefore, Spinnaker Trust encourages any employee or volunteer to follow the whistleblowing procedure if they have any concerns.

Purpose of Policy

- To encourage employees/volunteers to feel confident in raising concerns and to question and act upon their concerns
- To provide avenues for employees/volunteers to raise these concerns and receive feedback on any action taken
- To allow employees/volunteers to take the matter further if they are dissatisfied with Spinnaker's response
- To reassure employees that they will be protected from reprisals or victimisation for whistleblowing in accordance with this procedure

Types of practice Spinnaker Trust discourages include:

- Inability to appropriately safeguard children and young people.
- Bullying, harassment or any inappropriate behaviour towards others.
- Inappropriate sharing of confidential information.
- Persistent failure to comply with health and safety practices.
- Inappropriate use of Spinnaker Trust money.

This does not represent an exhaustive list of areas covered by this Procedure.

Procedure

Employees/volunteers should inform the Team Operations Manager immediately if they become aware that any colleague is, has or is about to act inappropriately. If the allegation is made against the Team Operations Manager, then the CEO or Chair of Trustees should be informed.

Concerns should be raised in writing without undue delay, setting out the background and history of the concern, giving names, dates and places where possible as well as the reason for the employee/volunteer's particular concern. If an employee/volunteer feels that they not able to raise the concern in writing at this point, they may personally raise the matter with the appropriate Officer. However, at some stage the concern will need to be put in writing and recorded

An employee/volunteer can ask for their concerns to be treated in confidence and their request will be respected as far as is practicable. Employees will not be penalised for informing management about any malpractice.

When the Team Operations Manager is notified of a concern, they should ensure that the concern is investigated properly and objectively. The employee/volunteer reporting the concern should be kept aware of the progress of the investigation. The Team Operations Manager is responsible for ensuring the necessary action is taken to report the concern.

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If the concern is about inappropriate behaviour of a staff member or volunteer towards a child or young person, the advice in the Safeguarding Policy will be followed.

The action taken by Spinnaker will depend on the nature of the concern. The matters raised may be investigated internally or referred to the Police.

In order to protect individuals and those accused of possible wrongdoing or malpractice, initial enquiries will be made by the Team Operations Manager to decide whether an investigation is appropriate and, if so, what form it should take. Concerns or allegations which fall within the scope of any other specific procedures (for example child protection) will normally be referred for consideration under those procedures.

Some concerns may be resolved by agreed action without the need for formal investigation. If urgent action is required, this will be taken before any investigation is conducted.

The amount of contact between the manager considering the issues and the employee/volunteer raising the concerns will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided.

Spinnaker will take steps to minimise any difficulties which employees may experience as a result of raising a concern. For instance, if it becomes necessary to give evidence in criminal or disciplinary proceedings, Spinnaker will provide the necessary advice about the procedure and give whatever practical support is possible.

Response to Whistleblower

The Team Operations Manager will acknowledge receipt of the concern within 24 hours and will write to the employee, where practicable within seven calendar days:

- indicating how they propose to deal with the matter
- giving an estimate of how long it will take to provide a final response
- informing the employee whether any initial enquiries have been made
- informing the employee whether further investigations will take place, and if not, why not

How to Escalate Concerns

There may be circumstances where an employee considers that they need to raise the matter externally. This may be because, for example, there is a need to involve the appropriate external regulatory body, or the employee/volunteer considers that the matter has not been properly addressed, or that an employee/volunteer reasonably believes that the matter will be covered up.

If employees/volunteers feel it is right to take the matter outside of Spinnaker, the following are possible contact points:

- A relevant external organisation such as Stewardship or Thirty-one:Eight
- Public Concern at Work (pcaw.org.uk)
- The Police

If an employee/volunteer is unsure whether or how to raise a concern or wants confidential advice, contact can be made with the independent charity Public Concern at Work. Their lawyers can provide free

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confidential advice on how to raise a concern about serious malpractice at work.

Contacts

NSPCC Whistle Blowing advice Line: 0800 028 0285

CEO: Mike Harrowing – mike@spinnaker.org.uk – 07725 5561154

Spinnaker Team Operations Manager – clare@spinnaker.org.uk – 07968 556832

Public Concern at Work on 020 7404 6609 or at helpline@pcaw.co.uk

Thirtyone:Eight Helpline – 0303 003 1111

Date last updated:

January 2017

Created: September 2020