



## **TODMORDEN LEARNING CENTRE AND COMMUNITY HUB LTD (TLCCH)**

### **POLICIES AND PROCEDURES**

#### **WHISTLE-BLOWING POLICY & PROCEDURE**

Todmorden Learning Centre and Community Hub (TLCCH) encourages a free and open culture in its dealings between management, staff, volunteers, service users, lessee's and users - all people with whom it engages in its daily running of business.

In particular, TLCCH recognises that effective and honest communication is essential if its aims are to be achieved and bad practice is to be dealt with properly. This document is designed to provide guidance to all those who work with or within TLCCH, who may feel at some time, that they need to raise certain issues relating to other personnel in confidence.

This whistle-blowing policy and procedure fully complies with the Public Interest Disclosure Act 1998. Please also read Child and Adult safeguarding policies and the incident reporting policy.

For advice on Whistle-Blowing, *Public Concern at Work* is an independent charity, recognised as a leading authority on public interest whistle-blowing.

- It runs a free legal helpline for people concerned about serious malpractice in the workplace.
- It offers professional and practical help to organisations on how to encourage responsibility and accountability in the workplace.
- It conducts research and informs developments in public policy.

Contact details for Whistle-Blowing – Public Concern at Work are:

Public Concern at Work  
3rd Floor, Bank Chambers  
6 - 10 Borough High Street  
London SE1 9QQ  
Telephone (general enquiries and  
helpline)  
**020 7404 6609**  
Fax

020 74038823

Email  
UK enquiries: [whistle@pcaw.co.uk](mailto:whistle@pcaw.co.uk)  
UK helpline: [helpline@pcaw.co.uk](mailto:helpline@pcaw.co.uk)

## Procedure

All staff, volunteers, users of the TLCCH building, and participants of any activities within or on behalf of the TLCCH are encouraged to raise any genuine concerns about any bad practice. Examples of subject matters for disclosures would be:

- a suspicion of a criminal offence.
- a failure to comply with or a breach of legal obligations.
- a miscarriage of justice.
- endangering the Health and Safety of an individual.
- damage to the environment.
- financial malpractice, including fraud, theft, corruption or deliberate damage to property.
- breach of regulations or cover up of any issues above, affecting service users or other staff.

Staff who fail to follow this procedure and knowingly withhold information or evidence in any of the above occurrences or areas, may be subject to disciplinary action, or to possible criminal proceedings in the event of a criminal investigation.

Staff may be worried that by reporting such issues, they will be opening themselves up to the risk of victimisation or may be risking their job security. This policy is designed to give staff who raise concerns about other staff, the opportunity to do so and feel protected. All staff have statutory protection, provided that concerns are raised in the right way and they are acting in good faith.

### At TLCCH the procedure is:

- Report suspected, or actual bad practice to your line manager (staff), a member of staff concerned with the activity you are participating in, or the most senior member of TLCCH staff. The fear of being mistaken should not prevent you from raising your concerns, provided you are acting in good faith. You will be protected from reprisal or victimisation and staff will not be risking job security. Usual procedure would be to use the incident reporting system.
- In cases where staff do not feel they can tell their immediate line manager, for whatever reason, raise the matter with a member of the Board of Directors either verbally or in writing.

- If the matter is so serious that you cannot discuss with any of the above mentioned, contact Public Concern at Work via the contact details above.

## **Training**

All new staff and volunteers should read this policy as part of their induction process and have regular opportunities at supervision and in-house training to be reminded of this policy and procedure and any updates.

**Approved by the Board of Trustees on: 17/02/20**

**Date of Next Review: February 2022**