

Helperby Village Hall

Policy on public interest disclosure (whistleblowing policy)

Introduction

The trustees of Helperby Village Hall are committed to ensuring the highest possible standards of care and the highest possible ethical standards in delivering the service the hall provides. This policy demonstrates the trustees' commitment to recognise and take action in respect of malpractice, illegal acts or omissions by the trustees, hall users, employees and volunteers. It is the responsibility of everyone to ensure that if they become aware that actions of others might compromise this objective, they will be expected to report the matter in the knowledge that the matter will be treated seriously and sensitively.

Scope of the policy

The policy applies to all trustees, employees and volunteers.

Situations may arise when it is not appropriate or the concerned person feels unable to report incidents to the most available trustee.

These may include

- 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

This list is not exhaustive.

Procedure for reporting

1. All trustees, employees and volunteers who reasonably believe they have concerns 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 applies, the person is requested to discuss their concerns with the chairman of the trustees, Peter Mitchell.
3. The trustees will do their utmost to ensure that a concerned person feels able to raise such concerns confidentially and without fear of subsequent action being taken against them.
4. In all cases, the concerned person has the right to discuss their concerns with the chairman of the trustees.
5. All trustees and volunteers are reminded of their obligations with regard to confidentiality and to only discuss concerns on a "need to know" basis.

Trustees' Responsibilities

These are as follows:

- Take the concern seriously
- Consider the issues fully and sympathetically
- Recognise that raising a concern can be a difficult experience for some
- Seek advice where necessary
- Treat the matter confidentially
- Reassure the concerned person about protection in the event of possible reprisals or victimisation

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.

If the concerned person is not satisfied with the outcome, the trustees recognise the right of individuals to pursue the matter further. A meeting of the trustees would be convened to consider the concerns. Confidentiality is a priority in such sensitive situations.

Concerns about the chairman of the trustees – if the concerns are about the chairman, the deputy chairman or secretary will consider the complaint.

Signed:

Date:

Chairman of Helperby Village Hall trustees

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