

# **Chittlehampton Village Hall**

## **Policy on Public Interest Disclosure**

### **(Whistle Blowing Policy)**

Registered Charity: 1200197

#### **1. Introduction**

Chittlehampton Village Hall Trustees are committed to ensuring the highest possible standards of care and the highest possible ethical standards in delivering the services it provides. This policy demonstrates the Trustee's commitment to recognise and take action in respect of malpractice, illegal acts or omissions by the Trustees, hall users and/or volunteers. It is the responsibility of all Trustees and volunteers to ensure that if they become aware that the actions of other Trustees, Village Hall users or volunteers might compromise this objective, they are expected to report the matter in the safe knowledge that this matter will be treated seriously and sensitively.

#### **2. Scope of The Policy**

The policy applies to all Trustees, Village Hall staff and volunteers.

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

These may include:

- malpractice or ill treatment of a child, young person and/or vulnerable adult.
- suspected fraud.
- a criminal offence is, has or likely to be committed.
- disregard for legislation e.g. health and safety legislation.
- damage to the environment.

This list is not exhaustive.

#### **3. Procedure for Reporting**

3.1 All Trustees and volunteers, who reasonably believe they have concerns as described on the complaints form, are encouraged to discuss them with the person(s) involved.

3.2 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 is applicable, the person is requested to discuss their concerns with the Chairman of the Village Hall Trustee Board

3.3 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.

3.4 In all cases, the “concerned” person has the right to discuss their concerns with the Chairman of the Village Hall Trustees.

3.5 All committee members and volunteers are reminded of their obligations with regard to confidentiality and to only discuss concerns on “a need to know basis”.

#### **4. Committee Responsibilities**

These are as follows:

1. take the concern seriously
2. consider the issues fully and sympathetically
3. recognise that raising a concern can be a difficult experience for some
4. seek advice where necessary
5. treat the matter confidentially
6. 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. The full Trustee Board would be called together to consider the concerns. Confidentiality is a priority in such sensitive situations.

Concerns about the Chairman of the Trustee Board will be considered by the deputy Chairman or .....who will consider the complaint.

Policy		Public Interest Disclosure Policy
Adopted		September 2023
Date Reviewed		September 2023
Next Review Date		September 2024

# Chittlehampton Village Hall

## Complaints Form

Please use this form to make your complaint, but if you prefer you can write a letter or telephone.

1. Your Name and Organisation (if applicable):
2. Address (including post code):
3. Telephone: E-mail:
4. Tell us about your complaint, clearly outlining:
  - Why are you not satisfied?
  - What do you want us to do to put things right?

5. Have you tried to resolve your complaint before?

If "yes", when and how?

6. Any other comments?

Signed.....

Print name .....

Organisation (If applicable).....

Date.....