

## **Ferring Village Hall (Charity No. 1167736)**

### **Whistleblowing Policy**

#### **1. Introduction**

Ferring Village Hall (the 'Charity') is a registered charity whose objects are to run a village hall and to promote for the benefit of the inhabitants of Ferring without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions the provision of facilities for recreation and leisure.

The Charity and its property are administered and managed by appointed trustees.

#### **2. Policy**

It is important that any fraud, misconduct or wrongdoing by any trustee, volunteer, helper or others working on behalf of the Charity is reported and properly dealt with. We therefore require all individuals to raise any concerns that they may have about the conduct of others in the Charity or the way in which the organisation is run. This policy sets out the way in which individuals may raise any concerns that they have and how those concerns will be dealt with.

A legitimate concern might involve a reasonable belief that:

- a criminal offence
- a miscarriage of justice
- an act creating risk to health and safety
- an act causing damage to the environment
- a breach of any other legal obligation
- or concealment of any of the above

is being, has been, or is likely to be, committed. It is not necessary for the person raising the concern to have proof that such an act is being, has been, or is likely to be, committed – a reasonable belief is sufficient. The person raising the concern has no responsibility for investigating the matter – it is the Charity's responsibility to ensure that an investigation takes place.

#### **3. Principles**

Everyone should be aware of the importance of preventing and eliminating wrongdoing within the Charity. Trustees, volunteers, helpers and others working on behalf of the Charity should be watchful for illegal or unethical conduct and report anything of that nature that they become aware of.

Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the person who raised the issue.

No Trustee, volunteer, helper or other person working on behalf of the Charity will be victimised for raising a matter under this procedure.

If misconduct is discovered as a result of any investigation under this procedure the Charity will take appropriate action, in addition to any appropriate external measures.

If the person raising a concern is told not to raise or pursue it, even by a person in authority, they should not agree to remain silent. Instead they should report the matter to:

the Chairman [ferringvh.chairman@gmail.com](mailto:ferringvh.chairman@gmail.com) or

the Hall Secretary [ferringvh.sec@gmail.com](mailto:ferringvh.sec@gmail.com)

#### 4. Procedure

**Stage 1:** In the first instance, any concerns should be raised with the Chairman, who will arrange an investigation of the matter. The investigation may involve the person raising the concern and other relevant individuals giving a written statement. Any investigation will be carried out in accordance with the principles set out above.

The Chairman will take any necessary action, including reporting the matter to Charity's management committee/trustees, any appropriate government department or regulatory agency or the police. The Chairman will also invoke any disciplinary action required. On conclusion of any investigation, the person who raised the concern will be told the outcome and what the Charity has done, or proposes to do, about it. If no action is to be taken, the reason for this will be explained.

**Stage 2:** If there is a concern that the Chairman:

- is involved in the wrongdoing
- has failed to make a proper investigation
- or has failed to report the outcome of the investigations to the relevant person.

The Hall Secretary will arrange for a review of the investigation to be carried out, make any necessary enquiries and make their own report to the Charity's management committee/trustees.

**Stage 3:** If on conclusion of stages 1 and 2 the person raising the concern reasonably believes that the appropriate action has not been taken, they should report the matter to the relevant body. This includes:

- The Police
- The Charity Commission
- HM Revenue & Customs
- The Health and Safety Executive
- The Environment Agency
- The Serious Fraud Office
- The Information Commissioner
- The Financial Conduct Authority

**5. Data protection**

Any personal information provided will be processed in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation and any subsequent UK legislation or regulations covering data protection.

**6. Review**

This policy shall be circulated to all Trustees for information and review annually.

Approved by the Trustees on 15 March 2023