

# Ghyllside Out of School Club

## Whistleblowing Policy

Ghyllside Out of School Club is committed to the highest standards of openness, probity and accountability. If a member of staff discovers evidence of malpractice or wrongdoing within the Club they can disclose this information internally without fear of reprisal. Our **Whistleblowing** policy is intended to cover concerns such as:

- Financial malpractice or fraud
- Failure to comply with a legal obligation
- Dangers to health and safety or the environment
- Criminal activity
- Improper conduct or unethical behaviour

This policy should not be used to question business decisions made by the Club, or to raise any matters that are covered under other policies (eg discrimination or racial harassment). Any allegations relating to child protection will follow the procedures set out in the **Safeguarding Children policy**. Any concerns relating to the employment conditions of an individual member of staff should be raised according to the procedures set out in the **Staff Grievance policy**.

### Raising a concern

Ideally the staff member should put his or her allegations in writing, setting out the background to the situation, giving names, dates and places where possible, and the reason why they are concerned about the situation.

In the first instance concerns should be taken to the Club's manager. If, due to the nature of the problem, this is not possible concerns should be raised with the Club's management committee.

If this person or body is unwilling or unable to act on the concern, the staff member should then raise it with:

- Ofsted (if it concerns the safe and effective running of the club)
- The Local Authority Designated Officer or the Local Safeguarding Children Board (if it concerns a child protection issue and is not already covered by the procedure set out in the Club's **Safeguarding Children policy**)
- Ultimately, with the police (if a crime is thought to have been committed).

If the member of staff is still uncertain about how to proceed with the concern, he or she can contact the whistle-blowing charity PCAW (Public Concern at Work) for advice.

### Responding to a concern

Initial enquiries will usually involve a meeting with the individual raising the concern, and will decide whether an investigation is appropriate and, if so, what form it should take. If a concern relates to issues which fall within the scope of other policies, it will be addressed under those policies.

If the initial meeting does not resolve the concern, further investigation is required. The appropriate person will investigate the concerns thoroughly, ensuring that a written

response can be provided within ten working days where feasible, or if this is not possible, giving a date by which the final response can be expected. The response should include details of how the matter was investigated, conclusions drawn from the investigation, and who to contact if the member of staff is unhappy with the response and wishes to take the matter further.

### **Rights and responsibilities of the whistle-blower**

All concerns will be treated in confidence and the Club will make every effort not to reveal the identity of anyone raising a concern in good faith. At the appropriate time, however, the member of staff may need to come forward as a witness.

If a member of staff raises a concern in good faith which is then not confirmed by the investigation, no action will be taken against that person.

If the investigation concludes that the member of staff maliciously fabricated the allegations, disciplinary action may be taken against that person.

### **Contact information**

CONTACT DETAILS FOR REFERRAL OR ADVICE

Local authority Westmorland and Furness Safeguarding Hub Skirsgill  
Depot Penrith Cumbria CA10 2BQ

Tel: 0300 373 2724

Email: [safeguarding.hub@westmorlandandfurness.gov.uk](mailto:safeguarding.hub@westmorlandandfurness.gov.uk)

**The Local Authority Designated Officer (LADO) (local authority designated officer for dealing with allegations against staff):**

To report a concern to the LADO use the LADO Allegation Notification Form on the Westmorland and Furness Safeguarding Children Partnership (WFSCP) website within one working day WFSCP LADO Position of Trust Referral.

Send completed forms to the Westmorland and Furness Safeguarding Hub, using any of the following methods:

▪ Email: [lado@westmorlandandfurness.gov.uk](mailto:lado@westmorlandandfurness.gov.uk) ▪ Post: LADO, Safeguarding Hub, Skirsgill Depot, Penrith, Cumbria, CA10 2BQ

▪ Please note if you are worried that a child is at risk of immediate harm please contact Westmorland and Furness Safeguarding Hub on 0300 373 2724

To speak to a LADO for advice: Phone: 0300 3033897 or you can email

[lado@westmorlandandfurness.gov.uk](mailto:lado@westmorlandandfurness.gov.uk) LADO working hours are Monday to Friday 9am to 5pm. In case of emergency outside of the above hours, contact the Emergency Duty Team on 0300 3732724.

PREVENT concerns For details on how to make a referral as well as access to advice and guidance, please access the Cumbria Police website:

<https://www.cumbria.police.uk/advice/advice-and-information/t/prevent/prevent/>

Advice and support is also available from Counter Terrorism Policing North West: Lancashire and Cumbria, 01772 413398, [CTPNW.lancashire@lancashire.police.uk](mailto:CTPNW.lancashire@lancashire.police.uk)

**Related policies Safeguarding Children policy.**

This policy was adopted by: Ghyllside Out of School Club	Date: 01.09.2022 02.09.2023 02.09.2024 02.02.2026
To be reviewed: 03.02.2027	Signed: <a href="#">Marie-Anne Williamson</a>