



Life-Changing Pilgrimage Holidays
hcpt

WHISTLEBLOWING POLICY

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1. ABOUT THIS POLICY

1.1 We are committed to conducting our work with honesty and integrity, and we expect all staff and volunteers to maintain high standards. However, all organisations face the risk of things going wrong from time to time. A culture of openness and accountability is essential in order to prevent such situations occurring and to address them when they do occur.

1.2 The aims of this policy are:

- (a) to encourage staff and volunteers to report suspected wrongdoing as soon as possible, in the knowledge that their concerns will be taken seriously and investigated as appropriate, and that their confidentiality will be respected;
- (b) to provide staff and volunteers with guidance as to how to raise those concerns;
- (c) to reassure staff and volunteers that they should be able to raise genuine concerns without fear of reprisals, even if they turn out to be mistaken.

1.3 Any suspected wrongdoing should be reported as soon as possible.

1.4 This policy covers all staff, trustees, advisors, volunteers, consultants, contractors, casual workers, and agency workers.

1.5 This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. WHAT IS WHISTLEBLOWING?

Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to our activities. This includes bribery, fraud or other criminal activity, miscarriages of justice, health and safety risks, damage to the environment, harm or risk of harm to children or vulnerable adults and any breach of legal or professional obligations.

3. HOW TO RAISE A CONCERN

3.1 We hope that in many cases you will be able to raise any concerns with your manager, regional chair or group leader. However, where you prefer not to raise a concern with your manager, regional chair or group leader for any reason, you should contact the Chief Executive or the Vice Chair of Trustees. Their contact details are set out at the end of this policy.

- 3.2 We will arrange a meeting with you as soon as possible to discuss your concern. You may bring a friend, colleague or union representative to any meetings under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.

4. INVESTIGATION AND OUTCOME

- 4.1 Once you have raised a concern, we will carry out an initial assessment to determine the scope of any investigation. We will inform you of the outcome of our assessment. You may be required to attend additional meetings in order to provide further information.

- 4.2 We will aim to keep you informed of the progress of the investigation and its likely timescale. However, sometimes the need for confidentiality may prevent us giving you specific details of the investigation or any disciplinary action taken as a result. You should treat any information about the investigation as confidential.

- 4.3 If we conclude that a whistleblower has made false allegations maliciously or with a view to personal gain, we reserve the right to take further action against the whistleblower.

5. IF YOU ARE NOT SATISFIED

- 5.1 While we cannot always guarantee the outcome you are seeking, we will try to deal with your concern fairly and in an appropriate way. By using this policy, you can help us to achieve this.

- 5.2 If you are not happy with the way in which your concern has been handled, you can raise it with the Chair of Trustees. The Chair's contact details are set out at the end of this policy.

6. CONFIDENTIALITY

We hope that staff and volunteers will feel able to voice whistleblowing concerns openly under this policy. Completely anonymous disclosures are difficult to investigate. If you want to raise your concern confidentially, we will make every effort to keep your identity secret and only reveal it where necessary to those involved in investigating your concern.

7. EXTERNAL DISCLOSURES

7.1 The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing that affects HCPT. In most cases, you should not find it necessary to alert anyone externally.

7.2 The law recognises that in some circumstances it may be appropriate for you to report your concerns to an external body such as a regulator. We strongly encourage you to seek advice before reporting a concern in such a way. Public Concern at Work operates a confidential helpline. Their contact details are at the end of this policy.

8. PROTECTION AND SUPPORT FOR WHISTLEBLOWERS

8.1 We aim to encourage openness and will support whistleblowers who raise genuine concerns under this policy, even if they turn out to be mistaken.

8.2 Whistleblowers must not suffer any detrimental treatment as a result of raising a genuine concern. If you believe that you have suffered any such treatment, you should inform the Chief Executive or Vice Chair of Trustees immediately.

8.3 You must not threaten or retaliate against whistleblowers in any way.

9. CONTACTS

Chief Executive	Phil Sparke: philip.sparke@hcpt.org.uk
Chair of Trustees	Ian O'Brien: ian.obrien@hcpt.org.uk
Vice Chair of Trustees	Emma Derby: emma.derby@hcpt.org.uk
Public Concern at Work (Independent whistleblowing charity)	Helpline: 0203 117 2520 E-mail: whistle@pcaw.org.uk Website: www.pcaw.org.uk