



Whistleblowing Policy

This policy is to help you raise any serious concerns you may have at an early stage and in the right way. We would rather that you raised the matter when you have a genuine concern than wait for proof. If you feel able to, please voice your concerns internally first as raising concerns to an external body without raising it internally first may weaken any protection given to you under the Public Interest Disclosure Act 1998.

Hyde Park Source would welcome the opportunity to look into something that is troubling you.

This whistleblowing procedure should not be used if you have a grievance about your employment or volunteering; it is about raising serious matters about conduct or practice where the interests of others or of the organisation itself are at risk. If you are concerned about something that is also a criminal offence you still need to tell the police so that they can investigate it.

What is whistleblowing

You're a whistleblower if you report certain types of wrongdoing. This will usually be something you've seen at work or whilst volunteering - though not always.

The wrongdoing you disclose must be in the public interest. This means it must affect others, for example the general public.

As a whistleblower you're usually protected by law - you should not be treated unfairly or lose your job or your volunteering placement because you 'blow the whistle'.

You can raise your concern at any time about an incident that happened in the past, is happening now, or you believe will happen in the near future.

Complaints that count as whistleblowing

- a criminal offence, for example fraud
- someone's health and safety is in danger
- risk or actual damage to the environment
- a miscarriage of justice
- the organisation is breaking the law, for example does not have the right insurance
- you believe someone is covering up wrongdoing

Complaints that do not count as whistleblowing

Personal grievances (for example bullying, harassment, discrimination) are not usually covered by whistleblowing law, unless your particular case is in the public interest.

Who to tell and what to expect

You can tell the Chair or one of the Management Committee members of Hyde Park Source (chair@hydeparksource.org or managementcommittee@hydeparksource.org).

When you raise your concerns, you may be asked how you think the matter might best be resolved.

Once you have expressed your concern, we will look into how we think we need to proceed. We will acknowledge your concern within one week and you will be told :

- Who is handling the matter
- How you can contact them
- Whether your further assistance may be needed.

If you do have any personal interest in the matter, please say so at the outset.

You will be advised if your concern falls within the scope of the Whistleblowing policy or if it should be considered as a more routine grievance.

The person handling the matter will then write to you within 2 weeks summarising your concerns and setting out what is likely to happen next.

Once the investigation is completed, you will be advised of the outcome in writing. Please note that it may not be possible to tell you the precise action taken if this would break a duty of confidence owed to someone else.

Hyde Park Source assurances to you:

Hyde Park Source is committed to this policy. If you raise a concern in good faith, you will not be at risk of losing your job or volunteering place or suffering any form of retribution as a result. Of course this assurance does not extend to someone who maliciously raises a matter they know is untrue.

Hyde Park Source will not tolerate the harassment or victimisation of anyone raising a genuine concern. However, we recognise that you may nonetheless want to raise a concern in confidence under this policy. If you ask us to protect your identity, your details will not be disclosed without your consent. If the situation arises where the matter cannot be resolved without revealing your identity (for instance because your evidence is needed in court), the person investigating the matter will discuss with you how to proceed.

Hyde Park Source will consider, as far as is reasonably practicable, concerns raised anonymously. If you do not reveal who you are, the person investigating the matter will be unable to respond to you. It will also make the task of investigating the allegation more difficult.

Other people or bodies that can help you

You may feel uncomfortable reporting directly to Hyde Park Source because of the small size of the organisation; or you are not happy with how this has been dealt with by Hyde Park Source; you have the option to report to your legal adviser (if you have one), your local MP or a 'prescribed person or body'.

A prescribed person or body is an official person, department or organisation that is appointed by the government. If you tell a prescribed person or body, it must be one that deals with the issue you're raising, for example a disclosure about wrongdoing in a care home would be made to the Care Quality Commission.

Below is a list of the most relevant prescribed persons or bodies. Full details can be found by going on the government's website <https://www.gov.uk> and searching for 'list of prescribed people and bodies'.

Leeds City Council

Contact them about:

- Matters which may affect the health or safety of any individual at work
- Matters which may affect the health and safety of any member of the public arising out of or in connection with the activities of persons at work – including Food Safety and Environmental matters

Tel: 0113 222 4444 Lines are open Monday to Friday between 9am and 5pm, except Wednesdays when they open at 10am.

The FCA (Financial Conduct Authority)

You can report things that have happened, are happening or are likely to happen. Only report issues to us that could seriously harm:

- the people an organisation helps
- the organisation's staff or volunteers
- services the organisation provides
- the organisation's assets
- the organisation's reputation

Examples of serious harm include:

- if someone's health or safety is in danger, for example if an organisation does not use its safeguarding policy
- a criminal offence, for example theft, fraud or financial mismanagement
- if an organisation uses its activities as a platform for extremist views or materials
- loss of organisational funds, for example when an organisation loses more than 20% of its income or more than £25,000
- if the organisation does not meet its legal obligations, for example if someone uses an organisation for significant personal advantage
- whether protection applies to your situation
- what to do if you're treated unfairly after whistleblowing

How to contact the FCA

- **Call:** 0207 066 9200 between 10am to 3pm, or leave a message
- **Email:** whistle@fca.org.uk
- **Write to:** Intelligence Department (Ref PIDA) Financial Conduct Authority, 12 Endeavour Square, London, E20 1JN
- **Use their [online form](#)** to make a report

The National Society for the Prevention of Cruelty to Children (NSPCC)

Contact them about matters relating to child welfare and protection.

NSPCC
Weston House
42 Curtain Road
London
EC2A 3NH

Tel: 0800 028 0285
This phonenumber is staffed 365 days a year:
Mon-Fri (incl. bank holidays) 8am to 10pm
Weekends 9am to 6pm

The Information Commissioner

Contact them about compliance with the requirement of legislation relating to data protection and to freedom of information.

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF

Tel: 0303 123 1113

Email: icocasework@ico.org.uk

The Environment Agency

Contact them about acts and omissions which have an actual or potential effect on the environment or the management or regulation of the environment. This includes those relating to pollution, abstraction of water, flooding, the flow in rivers, inland fisheries and migratory salmon or trout.

National Customer Contact Centre
PO Box 544
Rotherham
S60 1BY

Tel: 03708 506 506

Equality and Human Rights Commission

Contact them about compliance with the requirements of legislation relating to equality and human rights.

Tel: 0161 829 8100

Email: whistleblowing@equalityhumanrights.com

The Health and Safety Executive

Contact them about The health and safety of individuals at work, or the health and safety of the public arising out of or in connection with the activities of persons at work

Tel: 0300 003 1647

Online form: www.hse.gov.uk/contact/concerns.htm