



# VALEWAYS

## Whistleblowing Policy

**Adopted August 2021**  
**Reviewed October 2023**

### **1. Purpose and Scope**

This policy is to ensure that any fraud, misconduct or wrongdoing by trustees or other volunteers working on behalf of Valeways 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 Valeways 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.

### **2. Principles**

The Whistle-blower should promptly report the suspected or actual event to the Valeways secretary.

- If the whistle-blower is uncomfortable or otherwise reluctant to report to the Valeways secretary then he/she should report the event to any other trustee they feel comfortable dealing with.
- The whistle-blower can report the event with his/her identity or anonymously.

- The whistle-blower shall receive no retaliation or retribution for a report that was provided in good faith – that was not done primarily with malice to damage another or the organisation.
- A whistle-blower who makes a report that is not done in good faith is subject to discipline by the Trustees or other legal means to protect the reputation of Valeways and its volunteers.
- Anyone who retaliates against a whistle-blower (who reported an event in good faith) will be subject to discipline by the Trustees.
- Crimes against person or property should immediately be reported to the police.
- Trustees who receive the reports must promptly act to investigate and/or resolve the issue.
- The whistle-blower shall receive a report within 5 business days of the initial report regarding the investigation disposition or resolution of the issue.
- If the investigation of a report that was done in good faith and investigated by internal personnel, is not to the whistle-blower's satisfaction, then he/she has the right to report the event to the appropriate legal or investigative agency (Charity Commission). Details of how to contact the Charity Commission are given below with some details that you need to consider when contacting them and how they will handle your complaint.
- The identity of the whistle-blower, if known, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement.

### **3. Whistleblowing Procedure**

Reporting your concern to the Charity Commission:

Email [whistleblowing@charitycommission.gov.uk](mailto:whistleblowing@charitycommission.gov.uk) and answer these questions:

- What is the name of the charity? (Valeways) Include its registration number (1062031).
- What is your name?
- What is your telephone number? Only include this if you would be happy for us to contact you directly - for example, it is not a work environment.
- What is your role at the charity? If you no longer work for the charity, please tell us when you left.
- Are you a charity employee or a volunteer?
- What is your concern?
- What impact does it have on the people the charity helps, its assets, services, staff or reputation?
- Have you followed your charity's complaints procedure or raised it with the charity's trustees? What was the response? If you have not raised it with your charity, please explain why not.
- Have you contacted other organisations, like the police or HMRC? Include reference numbers, the name of who dealt with it, and their response if you have.

- Do you give permission to us to reveal your identity to the charity's trustees?
- If you attach evidence to your email, how is it relevant to your concern?

#### **4. What the Charity Commission does**

When we receive your email, we check the issue falls under our responsibility and consider the impact on the charity or those it helps. To do this we look at:

- what the issue is
- what impact it has on the people the charity helps
- the impact on the charity's assets and services
- the impact on the charity's staff and volunteers
- the impact on the charity's reputation or on public trust and confidence in the charity sector
- who reported the issue?
- the supporting evidence

If we determine there is something seriously wrong in the charity, we will investigate and work with the charity to address the issue. If we need more information, we will contact you. We do not give updates on our investigations, but when we finish our investigation, we will let you know the outcome. If cases are complex, they usually take several months to finish.

If we determine there is a lower risk to the charity or the people it helps, we will record your concern.

If you raise a concern about something that is not in our remit, for example personal grievances, we will let you know we will not investigate it.

#### **5. Policy Review**

The Trustees have a responsibility to review this policy every two years.

Copies of all other Valeways policies and Procedures are on the Valeways Website