

POLICY AND PROCEDURE: Whistleblowing

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1.0 Glossary of terms

Adult at risk	As defined by the Care Act 2014, a person 18 years and over, where safeguarding duties apply, that meets the following criteria: <ul style="list-style-type: none"> • has needs for care and support (whether or not the local authority is meeting any of those needs) • is experiencing, or at risk of, abuse or neglect. as a result of those care and support needs, is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.
Adviser	A person 18 years or older that is paid on a freelance basis by The Trust to provide expertise in specific youth-focused programs. These individuals are usually part of a group of advisers.
Children	As per the Children Act 2004, this is a legal term that refers to all those who have not yet reached their 18th birthday. Duty of care for this group may include those referred or accessing any activity or project delivered by The Trust or through that delivered by individual grantees who operate under The Trusts safeguarding policy and procedures.
Children’s Services	Local authority department responsible for supporting children and families, and protecting vulnerable children. Every local authority has one. Previously known as social services
Designated Safeguarding Lead (DSL)	A role and person within the organisation who has ultimate responsibility for operational safeguarding processes and procedures.
Designated Safeguarding Officer (DSO)	Roles of one or more individuals within the organisation who supports the DSL, in a deputised role, to carry out their safeguarding duties.
Disclosure Barring Service (DBS)	A government service that helps employers make safer recruitment decisions.
Emergent (individuals / organisations / groups)	Groups or individuals who have some experience in leading or being a core part of change work but may struggle to access financial and other forms of support to develop their work and ideas.
Established (organisations / groups)	Those who have been doing this work for a while, who have had a lot of support and are mostly looking for financial resource to ensure they can sustain work that is already happening.
Grant Partner	A group, individual or organisation that has received a grant from The Trust.
Individuals / Non-constituted groups	An adult or a group of adults who have received a grant from The Trust and whose funded work is not being delivered by a registered organisation.

Local Authority Designated Officer (LADO)	The person / people in the local authority responsible for managing allegations against people who with children. Each local authority has one.
Prescribed bodies /persons	Prescribed persons are regulators or professional bodies who are prescribed by the Government to hear concerns and who are deemed responsible for certain sectors/industries and/or issues.
Safeguarding arrangements	Group of policies and procedures related to safeguarding such as safeguarding policy, safeguarding children and adult at risk procedures, whistleblowing policy and procedure.
Safeguarding Adults Board (SAB)	Statutory body that works to protect adults from abuse, neglect, and exploitation in a local area. The Care Act 2014 requires every local authority to establish an SAB.
Staff	A paid individual with either an employment or freelance contract with Blaggrave , for example, employees, trustees, freelancers, advisers, volunteers.
The Trust / Blaggrave	The Blaggrave Trust
Trustee Safeguarding Lead (TSL)	A role and person on the trustee board who is responsible for ensuring organisational compliance to legislation and external regulators.

2.0 Purpose of this policy

At The Blaggrave Trust our priority is ensuring the highest standards of openness, probity, accountability, and safety of all our work, particularly in our role as a funder.

We recognise that despite thorough and robust recruitment and support in who we chose to employ, and due diligence in who we choose fund, or work alongside, we may, by omission or commission, behave in a way that is damaging to the public, individuals they support (children or adults, particularly adults at risk), or colleagues that may in themselves be adults at risk. As such this policy sets out how any individual may 'whistle blow' on any member of staff or any grant partner, particularly those that sit under Blaggrave's safeguarding policy, if their behaviour, actions, or conduct are a risk or threat of harm to others.

This Policy is available to the wider public. Anyone, including staff and members of partner organisations should feel confident to voice concerns wherever they see them without fear of reprisal. This is particularly true where concerns are regarding the actions or attitudes of a member of the Blaggrave team.

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

3.0 Scope for this policy

This policy is designed to enable anyone to raise concerns internally, at a high level, to disclose information which the individual believes shows suspected wrongdoing at work, i.e., 'malpractice or impropriety'. This is otherwise known as 'whistleblowing', or more formally, 'making a disclosure in the public interest'. Anyone can report things that aren't right, are illegal, or if anyone at work is neglecting their duties. This may include:

- **a criminal offence, for example fraud**
- **a breach of a legal obligation by the organisation, for example neglecting duty of care towards employees**
- **someone's health or safety is in danger, for example safeguarding**
- **risk or actual damage to the environment**
- **a miscarriage of justice**
- **the company is breaking the law, for example does not have the right insurance**
- **you believe someone is covering up wrongdoing**

It's important to note that whistleblowing is very different from a complaint or a personal grievance. It only applies when the person making the disclosure has no vested interest, i.e., is acting in good faith, and are acting as a witness to misconduct or malpractice, and the disclosure is in the public interest (this means it must affect others). The policy is written in the context of the Public Interest Disclosure Act 1998 which protects workers who 'blow the whistle' on malpractices within their organisation.

Protection – If you raise a concern which you believe to be true, The Trust will take appropriate action to protect you from any harassment, victimisation, or bullying. If you are a staff member, you will not be at risk of losing your job with The Trust, nor will your whistleblowing influence any unrelated disciplinary action or redundancy procedures. If you are a grant partner, you will not be at risk of losing funding unless the Trust believes that you are not taking appropriate actions to deal with the concern. The Trust will not tolerate any harassment or victimisation of a whistleblower (including informal pressures) and will treat any harassment or victimisation of a whistleblower as a serious disciplinary offence, regardless of position or status.

Confidentiality – The disclosure will be treated confidentially if you request it, and your name or position will not be revealed without your permission unless The Trust has to do so by law. If the concern cannot be resolved without revealing your identity, the DSL, CEO, or Trustee (as appropriate to the nature of the allegation made) will discuss this with you and how to proceed.

Anonymous Allegations – The Trust encourages individuals to put their name to any disclosures they make, as it's recognised that concerns expressed anonymously tend to

be far less effective as the claim may not be taken forward due to lack of information. The Trust also recognises however, that there may be justifiable reasons, particularly within the interests of safeguarding, where individuals may choose to remain anonymous. Where allegations are made anonymously, it is however in the discretion of The Trust whether to investigate. In exercising this discretion, the following factors will be considered:

- **The seriousness of the issues raised**
- **The credibility of the concern**
- **The likelihood of confirming the allegation from attributable sources**

Where safeguarding allegations are made against staff's conduct, these allegations will always be treated as serious. In these instances, external agencies or organisations such as the Charity Commission, children and adult social services, the police and DBS may also be informed as outlined below, as required by legislation or deemed appropriate by the DSL.

Untrue Allegations - If an individual makes a disclosure in good faith, which is not confirmed by a subsequent investigation, no action will be taken against that individual. If, however, an individual makes malicious or vexatious allegations, particularly those that are targeted and persistent, this may incur its own investigation and potential disciplinary action towards that individual.

4.0 How to make a whistleblowing disclosure

If you reasonably suspect that wrongdoing has occurred, is occurring, or is likely to occur, you should report it even if you do not have definitive proof.

If you are an employee, you should in most cases, first report your concern(s) informally to your line manager, who will deal with it if possible. This can be done either in person or via email. If your concern is of a safeguarding nature, it should follow the [safeguarding reporting procedure](#).

You should use the [Whistleblowing Disclosure Form](#) if:

- You do not feel comfortable in raising the concern with your line manager or it is not appropriate for a line manager to deal with the concern;
- You are not satisfied with actions taken following informally reporting the concern;
- You are not an employee.

In these circumstances, you are encouraged to raise your concerns in writing via the [Whistleblowing Disclosure Form](#), setting out the background and history (giving names,

dates, and places where possible) and indicating the reasons for your concerns. Please note that the form will be reviewed by the Head of Operations / Designated Safeguarding Lead. When filling out the form, you will be provided the option for your disclosure to be anonymous as per your whistleblowing rights.

Please see section 6.0 if your allegation is about or related in any way to the CEO.

How the concern will be dealt with, will depend on what it involves. It is likely that further enquiries and/or investigation will be necessary, including, where appropriate, the person who raised the concern being invited to attend at least one investigatory meeting. As the person raising the concern, you will be entitled to be accompanied by a work colleague or a mutually agreed third party, to support you. Further advice and guidance regarding this and other rights you have when whistleblowing can be found [here](#).

5.0 Whistleblowing disclosures outside of The Trust

If you reasonably believe that the matter relates wholly or mainly to the conduct of a person or a group of people outside of The Trust, the disclosure should in the first instance be made according to their organisation's whistleblowing policy. If no such whistleblowing policy exists, or you deem their whistleblowing procedures to be ineffective, then you should follow the directions of this policy and procedure.

There are occasions that as a funder, The Trust may be informed that an incident of wrongdoing has occurred in relation to a grant partner. It is the responsibility of The Trust to ensure that the partner has reasonably and responsibly addressed the concern in line with their own whistleblowing procedures. This may include reporting to the police or children's services as required. Should this be found to not be the case, or information relating to serious incidents of this nature are found to have been covered up, The Trust may take further action, such as doing a partner visit or reviewing policies, and may as result restrict or withdraw funding. This may also include in reporting the findings to [prescribed bodies](#) where appropriate.

6.0 What to do if you receive a whistleblowing disclosure

Any member of staff who receives a whistleblowing allegation must pass this information, as soon as is reasonably possible to the appropriate designated investigating officer as follows (section 9 includes all contact details):

- Any disclosures regarding safeguarding should be reported directly to the DSL, bypassing all DSO's. If the DSL is not available, it should be reported to the DSO deputising for the DSL. It is the responsibility of the DSL to share allegations of this nature with the TSL to manage and investigate the concern. Where there is risk of reputational damage, or in very severe cases the CEO may also be informed.

- If the safeguarding allegation is regarding the DSL or CEO, reports should be given directly to the TSL. In the instance the allegation is regarding the TSL, the DSL will use their discretion to inform either the Chair of Trustees, and/or the CEO.
- All other whistleblowing allegations should be directed to, and will be investigated by, the CEO with support from the Head of Operations. Should the allegation be against the CEO, or is in any way connected to, or related to the actions of the CEO, the allegation should be passed directly to the Chair of the Trustees who will nominate a second trustee or external party to act as the alternative investigating officer.
- Whistleblowing allegations against the Chair of Trustees should be passed to the Trustee Safeguarding Lead who will nominate an appropriate internal or external investigating officer.
- The whistleblower has the right at any time to bypass the line management or safeguarding structures and take their concern directly to the Chair of the Trustees. The Chair of the Trustees has the right to refer the concern back to management if they feel that management, without any conflict of interest, can more appropriately investigate the concern.

Should none of the above routes be suitable or acceptable to you if you are whistleblowing, see Section 10 of this policy for external whistleblowing contacts.

If there is evidence of criminal activity, then the investigating officer should inform the police. Likewise, if the report alleges any harm posed to a child – internally or externally to The Trust – the DSL should promptly, without delay, inform the LADO specific to the local authority in which the alleged incident/harm took place. Allegations against Blaggrave staff should be made to the Tower Hamlets LADO:

- **Phone:** 020 7364 0677
- **Email:** LADO@towerhamlets.gov.uk

Allegation regarding staff from grant partner organisations should be made to their [local LADO](#).

Similarly, if the report alleges any harm posed to an adult at risk – internally or externally to The Trust – then the Adult Safeguarding Board (SAB) for the local authority the alleged incident took place should be referred to by the DSL. For allegations against Blaggrave staff:

- **Email:** enquiry@towerhamletsconnect.org
- **Tel:** 0300 303 6070 (weekdays 9am to 5pm)
- **Out of Hours Tel:** 020 7364 4079 (5pm to 9am including weekends).

Allegations regarding staff from grant partner organisations should be made to their [local SAB](#).

7.0 Timescales

Due to the varied nature of whistleblowing allegations, which may involve internal/external investigators and/or the police and social services, it is not possible to lay down precise timescales for such investigations. The investigating officer should ensure that the investigations are undertaken as quickly as possible without affecting the quality and depth of those investigations. Allegations made in writing (providing it is not an anonymous disclosure) will be acknowledged within 48 hours and an investigating officer will be assigned within 10 working days of receiving the disclosure.

The investigating officer will thereafter report back to them in writing the outcome of the investigation, and on the action that is proposed. If the investigation is a prolonged one, the investigating officer should keep the whistle blower informed, in writing, as to the progress of the investigation (without sharing details of the investigation) and as to when it is likely to be concluded. All responses to the person blowing the whistle should be in writing and sent to the email address provided when whistleblowing, marked as “confidential”.

8.0 How we will investigate a whistleblowing disclosure

The investigating officer should follow these steps:

- Obtain full details and clarifications of the allegation.
- Inform the member of staff / grant partner against whom the complaint is made as soon as is practically possible.
- If allegation concerns a member of staff, inform them of their right to be accompanied by a work colleague at any future interview or hearing held under the provision of these procedures. At the discretion of the investigating officer and dependant on the circumstances of the allegation, an alternative representative may be allowed (e.g., the individual’s legal representative).
- If allegation is related to a grant partner, inform them of expected next steps.
- Should the allegation be relating to safeguarding, neutrally suspend with full pay the person to whom the concern is regarding, without judgement or bias, from all, or parts, of their role to avoid further contact with individuals at risk of harm whilst allowing an investigation to be thoroughly carried out.
- Fully investigate allegations with the assistance where appropriate, of other individuals/bodies – legal or regulatory. This may include the involvement, where appropriate, of the Charity Commission, social services, Police, or any other prescribed bodies at this stage.
- Issue a judgement concerning the disclosure and its validity. This judgement will be detailed in a written report containing the findings of the investigations and reasons for the judgement. The report will be shared as appropriate to the nature of the allegation and outcome of the investigation. A copy of the outcomes, where appropriate, may also be used to enable a review of The Trust’s procedures.

- Recommend actions, with support from any regulatory or legal bodies if relevant, If the allegation is shown to be justified, this may include disciplinary action, dismissal or potential legal proceedings.
- Keep the whistleblower informed of the progress of the investigations and, if appropriate, of the final outcome, but not of the details of the investigation.

If the investigation finds the allegations unsubstantiated and all internal procedures have been exhausted, but the whistleblower is not satisfied with the outcome of the investigation, The Trust recognises the lawful rights of employees and ex-employees to make disclosures to prescribed persons or bodies such as the Health and Safety Executive, the NSPCC, the Charity Commission, social services, or, where justified, elsewhere. A list of prescribed people and bodies can be found below, and are also available in full on the Government [website](#).

9.0 Internal whistleblowing contact details

- **CEO** – Eli Manderson Evans eli@blagravetrust.org
- **Designated Safeguarding Lead** – Valeria Tavares valeria@blagravetrust.org
- **Chair of the Trustees** – Segun Olowookere, chair@blagravetrust.org
- **Trustee Safeguarding Lead**– Segun Olowookere, tsl@blagravetrust.org

Safeguarding related disclosures:

- **Trustee Safeguarding Lead** – Segun Olowookere – tsl@blagravetrust.org
- **Designated Safeguarding Lead** – Valeria Tavares – valeria@blagravetrust.org

10.0 Useful external whistleblowing contact details

ACAS – Free impartial advice for employees and employers.

- www.acas.org.uk

Protect (formally Public Concern at Work) – Whistleblowing charity providing confidential advice for individuals who have witnessed wrongdoing.

- <https://protect-advice.org.uk/>

Citizens Advice Bureau – Free confidential advice online, over the phone, and in person.

- www.citizensadvice.org.uk

NSPCC Whistleblowing hotline: 0800 028 0285

DBS: 03000 200 190

LADO: Google search “[local authority] LADO”

Adult Safeguarding Board: Google search “[local authority] adult safeguarding board”

11.0 Prescribed bodies

- [The Charity Commission](#)
- [Disclosure Barring Service](#)
- [HMRC](#)

- [The Health and Safety Executive](#)
- [The Environment Agency](#)
- [The Serious Fraud Office](#)
- [The Pensions Regulator](#)
- [The Information Commissioner](#)
- [The Financial Conduct Authority](#)

12.0 Supporting Documents

This policy statement should be read alongside The Trust's organisational policies, procedures, guidance and other related documents, including:

- [Safeguarding Policy](#)
- [Responding to a Safeguarding Concern about an Adults at Risk](#)
- [Responding to a Concern about a Child's Welfare](#)
- Grievance Procedure including anti-bullying and harrassment (in staff handbook)
- Equality and Diversity (in staff handbook)
- [Safer Recruitment Policy](#)

The policies and procedures are available on the website or by request. Printed copies of the documents are also available.