



BRIDGE THE GAP

01332 600827

INFO@JWBRIDGETHEGAP.COM

WHISTLEBLOWING POLICY

for Bridge the Gap Child Mental Health C.I.C.

1.What Is Whistleblowing?

Whistleblowing encourages and enables employees to raise serious concerns within the organisation rather than overlooking a problem or 'blowing the whistle' outside. Employees are often the first to realise that there is something seriously wrong within the organisation. However, they may not express their concerns as they feel that speaking up would be disloyal to their colleagues or to the organisation.

2.Bridge the Gap Child Mental Health C.I.C's Commitments

The C.I.C is committed to the highest possible standards of openness and accountability. In line with that commitment, we expect employees, and others that we deal with, who have serious concerns about any aspect of the organisations work to come forward and voice those concerns.

3.Who Does the Policy Apply To?

The policy applies to all employees, (including those designated as casual hours, temporary, authorised volunteers or work experience), and external agencies working with, or for, the C.I.C. It also covers associate workers under a contract with the C.I.C.

4.Policy Aims

- To provide avenues for employees and people identified in section 3 to raise concerns in confidence and receive feedback on any action taken. Also, to ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied.
- To reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made a disclosure in good faith.

5.What Type of Concerns Are Covered?

All concerns about conduct which is an offence or a breach of law, or against any of our C.I.C's practices, policies or procedures; where you feel that this has not been previously suitably investigated and responded to. The list below provides further examples of situations that you may decide to refer to this policy for.



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- Disclosure of discrimination against a particular child or family.
- Health and safety risks, including risks to the public as well as other employees.
- Damage to the premises, rooms or resources.
- The unauthorised use of funds that have been allocated or raised through fundraising, CSR or as a part of the end of year profits.
- Possible fraud and corruption.
- Sexual or physical abuse of clients.
- Other unethical conduct.

NB. Other procedures are available to employees e.g. The grievance procedure which relates to complaints about your own employment. This policy also does not replace other complaints procedure which are for public use.

6.Safeguarding

- The C.I.C. recognises that the decision to report a concern can be a difficult one to make. If what you are saying is true, you should have nothing to fear because you will be doing your duty to your employer and those for whom you provide a service.
- The organisation will not tolerate any harassment or victimisation and will take appropriate action to protect you when you raise a concern in good faith.
- The organisation will follow their safeguarding policies and procedures if the allegation is against a member of staff or a volunteer working with children.

7.Confidentiality

All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish, however, you may need to come forward as a witness if further investigation is required. The C.I.C. will do all they can to help you feel supported and not discriminated against because of this. This policy encourages you however to put your name to your concern whenever possible. Please note that you:

- Must disclose the information in good faith.
- Must believe it to be substantially true.
- Must not act maliciously or make false allegations.
- Must not seek any personal gain.

8.How To Raise Your Concern

As a first step, you should normally raise concerns either verbally or in writing with your immediate supervisor/manager. This may depend, however, on the seriousness and sensitivity of the issue



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involved and who is suspected of the malpractice. For example, if you believe that your immediate line manager is involved you should approach an alternative member of management or your H.R. Team.

Financial allegations require that the accounts manager be notified of all financial or accounting irregularities or suspected irregularities. The team in charge of accounts are Vibrant Accountancy, Derby [Chartered Accountant Derby](#) | [Business Accountants](#) | [Vibrant Accountancy](#).

For independent advice please call:



Website: [Protect - Speak up stop harm - Protect - Speak up stop harm \(protect-advice.org.uk\)](https://protect-advice.org.uk)

Helpline: 020 3117 2520

Signed:

A handwritten signature in black ink, appearing to read 'Nikki Webster'.

Nikki Webster, Clinical Director

A handwritten signature in black ink, appearing to read 'Jennifer Wyman'.

Jennifer Wyman, Creative Director.