

## Whistleblowing Policy

**Date Reviewed: November 2022**

**Date of Next Review: November 2023**

### **1. Policy Statement**

Brigantia Creative is committed to ensuring the provision of duty of care to all staff, associates, clients and service users. Brigantia Creative have a positive commitment and open approach to whistleblowing. This policy is intended to be used in line with the Public Interest Disclosure Act 1998 (PIDA) and provides protection for whistleblowing on wrongdoing. This policy encourages staff, associates and service users to raise concerns with the Chief Executive and Deputy Executive or the Trustees.

### **2. Introduction**

In such a situation it can be difficult to know what to do. You may be worried about raising such issues or you may want to keep the concerns to yourself, perhaps feeling it is not any of your business or that it is only a suspicion. This policy will enable you to raise genuine concerns about such matters at an early stage and in the right way. Brigantia Creative would rather you raised the matter when it is of first concern, rather than wait for proof.

### **3. Scope**

This policy applies to individuals who work for, are associated with Brigantia Creative.

### **4. Definition**

**Whistleblowing:** is a term used when an individual discloses information relating to suspected malpractice or wrongdoing and/or the covering up of suspected malpractice or wrongdoing.

Whistleblowing is distinct from both complaints and employment disputes.

**Complaints:** an expression of personal dissatisfaction dealt with under the Complaints Policy

**Employment Disputes:** where a member of staff/associate has a dispute about his/her employment position or contract; dealt with via the management structure or Grievance Policy.

**5. The content of the disclosure**

Disclosing a genuine concern which, in your honest, reasonable belief, is in the public interest and suggests that wrongdoing has been committed, is being committed or is likely to be committed, could qualify for protection under PIDA. Wrongdoing includes (but is not limited to):

- A criminal offence has been, is being, or is likely to be committed
- A person has failed, is failing, or is likely to fail to comply with a legal obligation
- A miscarriage of justice has occurred, is occurring, or is likely to occur
- The health and safety of an individual has been, is being, or is likely to be endangered, including instances of harm, abuse, negligence or radicalisation
- The environment has been, is being, or is likely to be damaged, or
- Information relating to any of the above has been, or is likely to be deliberately concealed

This policy additionally covers any conduct not included above which appears likely to, or may cause harm to, the reputation of Brigantia Creative.

**6. What should you do if you have a concern about malpractice or wrongdoing?**

Whistleblowing disclosures can be made **by e-mail** to **people@creativescene.org.uk**

Please address the Subject line as:

**Personal and In Confidence FAO: Chief Executive and Deputy Executive**

OR

**Personal and In Confidence FAO: Nominated HR Trustee**

Alternatively in writing to:

**The Chief Executive**

**Brigantia Creative**

**15 Union Street, Dewsbury, WF13 1BG**

Please mark the envelope **'Personal and In Confidence'**

Or

**Nominated HR Trustee**

**Brigantia Creative**

**15 Union Street, Dewsbury, WF13 1BG**

Please mark the envelope **'Personal and In Confidence'**

## **7. What happens after the disclosure is made?**

- 7.1 If you have provided contact details, you will be sent an initial acknowledgement that your disclosure has been received.
- 7.2 You will normally be asked to provide as much of the evidence as possible that you have seen to support your disclosure
- 7.3 A full investigation will be conducted. Anonymous whistleblowing disclosures will be reviewed and investigated, however it may not always be possible to substantiate anonymous disclosures.
- 7.4 Each disclosure of information will be considered with sensitivity and care; we will decide upon an appropriate response. Information may be shared with third parties as and when it is considered necessary.
- 7.5 We will endeavour to keep you updated about the action being taken in response to your disclosure, usually within 28 working days for receipt of the disclosure.

## **8. Does my identity have to be revealed?**

You do not have to reveal your identity. However, if you disclose your identity, it will be easier for us to:

- Look into the matter
- Protect your position
- Give you feedback where appropriate

## **9. Confidentiality**

Brigantia Creative will always endeavour to keep a whistleblower's identity confidential where asked to do so, although we cannot guarantee this and we may need to disclose your identity to:

- The police, fraud prevention agencies or other law enforcement agencies (to investigate or prevent crime, including fraud)
- The Court (in connection with court proceedings)
- The local authority designated officer in the case of safeguarding issues
- To any other person whom we are required by law to disclose your identity

A whistleblower should also recognise that s/he may be identifiable by others due to the nature or circumstances of the disclosure.

## **10. What happens after the investigation?**

This will ensure, to the appropriate extent that the findings of the investigation are communicated to:

- You, as the person raising the wrongdoing concern
- The individual(s) under investigation and if appropriate, other external authorities who may need to consider whether action should be taken on the basis of the findings

## **11. Monitoring and Review**

The Whistleblowing Policy will be reviewed annually.

**12. Responsibility**

Overall responsibility for the implementation of this policy is vested in the Chief Executive.