

[FAITH INSTITUTION]

Whistleblowing Policy

Version		Approved by	
Dated		Next review due on	

[Faith Institution] expects all its trustees and staff to uphold highest level of integrity when working for [FAITH INSTITUTION]. It also encourages all its people (including its trustees, members, employees, trainees, agency workers and volunteers) to report any wrongdoing they are concerned about at [Faith Institution]. It considers whistleblowing a positive act that is in the interest of the [Faith Institution].

1. Purpose

The purpose of this policy is to:

- Encourage people to say something if they see something.
- Assure everyone that they will be protected if they report any wrongdoing in good faith.
- Ask people to raise their concerns within the [Faith Institution] in the first place rather than taking the matter outside it.

2. What is whistleblowing

'Whistleblowing' means the reporting of suspected misconduct, fraud, illegal acts, abuse of people or resources, or failure to take necessary action by anyone at the [Faith Institution].

You're a whistleblower if you report certain types of wrongdoing. The wrongdoing you disclose must be in the public interest. This means it must affect others, for example other employees, [Faith Institution] or members of congregation or public.

3. Protection for a whistleblower

As a whistleblower law protects you if you are an employee. [Faith Institution] assures you that you shall not be treated unfairly or lose your job because you 'blew the whistle'. Whistleblowers who are not [Faith Institution] employees are also assured that [Faith Institution] will not treat them unfavourably as a result of their whistleblowing. Going beyond the minimum legal protection that is for employees only, [Faith Institution] offers the same level of protection to non-employees (such as, volunteers) as well.

4. Who can raise a concern

- Employees
- Volunteers
- Agency workers
- Employees of suppliers or contractors
- Consultants

5. Who to report your concerns to

Report any wrongdoing or any concern to the [Chair of the Board of Trustees]. Your report will be dealt with seriously and promptly. The 'whistle blower' will be kept informed of the action being taken on their report.

Charity employees can also report concerns about certain categories of serious wrongdoing at their charity to the Charity Commission. The commission asks that whistleblowing reports are made in writing via the dedicated [whistleblowing email address](mailto:whistleblowing@charitycommission.gsi.gov.uk) whistleblowing@charitycommission.gsi.gov.uk.

6. What type of disclosures are protected

It must relate to at least one of the following matters that 'qualify' for protection:

- a criminal offence
- the breach of a legal obligation
- a miscarriage of justice
- a danger to the health and safety of any individual
- damage to the environment
- deliberate concealment of information tending to show any of the above five matters

The whistle blower must:

- reasonably believe that the relevant failure relates to 'the proper administration of charities and funds given, or held, for charitable purposes';
- reasonably believe that the information disclosed and any allegation contained in it are substantially true.

7. How can trustees report a wrongdoing

Trustees should report an actual or suspected serious incident by emailing the Charity Commission as soon as they find out. The email address is rsi@charitycommission.gsi.gov.uk. They should say what happened and how they are dealing with the incident. They need to do this even if they have already reported it to the police or another regulator.

The detailed guidance from the Charity Commission on reporting serious incidents explains what to report for each type of incident. This guidance is available under the title of “Reporting serious incidents: guidance for charity trustees”.

8. How can a member of public or worshipper make a complaint

[Faith Institution] knows that, despite our best efforts, we will sometimes make mistakes or not meet the standards expected of us. We don't want to just ignore our mistakes; we want to learn from them. That is why we request people to tell us when they see something wrong. Please use our 'Compliments, Comments and Complaints Policy' to raise your concerns if you are a member of public, not an employee or a volunteer here.