



Whistle-Blowing Policy and Procedure

Approved by Board of Trustees on: June 26th 2018

Lead Staff Member: CEO

Lead Trustee: Chair

Whistle-Blowing Policy and Procedure

Paddington Development Trust is committed to maintaining the highest standards of honesty, openness and accountability in all aspects of its role and responsibilities. Trustees, employees, volunteers, service users or the general public are assured that they can confidentially raise concerns that relate to improper behaviour within the organisation without putting their relationship PDT or in the case of employees, their jobs, at risk.

PDT strongly encourages everyone to feel confident enough to report any concerns they may have using the organisation's whistle-blowing procedures, providing people make a report in good faith.

Employees will not be liable to disciplinary action as a result of whistle-blowing and their job will not be at risk. However, if a false report is made maliciously or for personal gain, or if an employee knowingly withholds information that they should have disclosed, they may be liable to face disciplinary action.

PDT will take all reasonable steps to preserve anonymity of any whistle-blower whenever possible.

The Deputy CEO is responsible for the whistle-blowing policy and if you have concerns about the policy and procedures these should be raised with her.

Whistle- blowing Procedure

Whistleblowing is the raising of a concern, either within the workplace or externally, about a danger, risk, malpractice or wrongdoing which affects others. In the Paddington Development Trust context this could involve actions such as: financial malpractice; a criminal offence; inappropriate relationships or behaviour with staff members, partners or people in the local community; inadequate health and safety practice and incompetence that is detrimental to the organisation.

If you suspect such actions, or if you have any other serious concerns about the way Paddington Development Trust operates then you must:

- Raise the issue with the manager of the service. If the matter is straightforward and it is clearly within the manager's power to resolve the issue, then they should take appropriate action in response. They should tell you how they propose to deal with the matter and the timeframe and keep you informed on outcomes as appropriate.
- If you are not satisfied with the response, (or if the matter concerns the person directly and you do not feel that you can approach them in the first place) then you should contact the Chief Executive.
- The Chief Executive will arrange to investigate the issue and/or will hand over any relevant information to bodies such as the Police, Inland Revenue etc for investigation. They will also inform you how they propose to deal with the matter and the timeframe and keep you informed on outcomes as appropriate.

- If you are still not satisfied with the response you should then report the matter to the Chair of PDT.
- Your concerns will be investigated, and you will receive feedback as to how the matter has been handled.
- If it is still felt that the matter has not been dealt with appropriately the issues should be raised with the Charity Commission. The Public Interest Disclosure Act protects workers from victimisation when they blow the whistle inside and (if there is good reason) outside of the organisation.

Recording incidents

- A public record will be kept by the Deputy CEO of the number and types of concerns raised and the outcomes of investigations. It will also record any third-party complaints made by individuals or partners who work with PDT. It will include feedback about the procedures from any member of staff who has used the policy. The Trustees will monitor the policy annually and the annual report will include information about the effectiveness of the whistleblowing policy and procedure.

For more information about whistle blowing you can contact the independent charity Public Concern at Work on <http://www.pcaw.org.uk> or contact their advice line on 020 7404 6609 or helpline@pcaw.co.uk.