

Chance to Shine Foundation

Whistleblowing Policy

At Chance to Shine we have a strong commitment to building and maintaining a culture of transparency and honesty within our organisation and programmes at all times. We also have a duty of care to all of our workforce, employees, and other stakeholders, and we take these responsibilities very seriously. It is for this reason that we encourage you to speak up if you believe that we are not living up to our commitments. We will always protect whistleblowers in our organisation.

1. Purpose

- 1.1. This policy applies to all employees, trustees, workers, volunteers, delivery partners, coaches and beneficiaries (e.g. children, young people, parents, teachers) and any other individuals performing functions in relation to Chance to Shine, such as agency workers.
- 1.2. The aim of this policy is to encourage those who have serious concerns about any aspect of Chance to Shine's work to come forward and voice their concerns.
- 1.3. This policy sets out the way in which individuals may raise any concerns that they have and how those concerns will be dealt with.

2. Definition of whistleblowing

- 2.1. Whistleblowing is the name given to the act of the disclosure of information to the employer or the relevant authority by an individual who knows, or suspects, that the organisation is responsible for or has taken part in some wrongdoing.
- 2.2. Those making qualifying disclosures are protected against dismissal or detriment by The Public Interest Disclosure Act 1998.

3. Qualifying disclosures

- 3.1. A qualifying disclosure means a disclosure of information that you genuinely and reasonably believe is in the public interest and shows that there has been a "relevant failure" by:
 - a) Committing a criminal offence.
 - b) Failing to comply with a legal obligation.
 - c) A miscarriage of justice.
 - d) Endangering the health and safety of an individual.
 - e) Environmental damage.
 - f) Concealing any information relating to the above.
- 3.2. Examples may include:
 - a) Conduct which is an offence or a breach of law.
 - b) A failure to comply with legal obligations.
 - c) Danger to health and safety at CTS session, event or workplace.
 - d) Racism or other forms of discrimination.
 - e) A child or vulnerable adults health and welfare are at risk.
 - f) Improper conduct or unethical behaviour.
 - g) Fraud, theft, bribery, or corruption.
 - h) Improper or unauthorised use of Chance to Shine funds, resources, or time.
 - i) Slavery, servitude, forced or compulsory labour and/or trafficking within our organisation or our supply chain.
 - j) Where any of the above is being, or is likely to be, deliberately concealed.

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- 3.3. These acts can be in the past, present, or future. We will take concerns that individuals may raise relating to the above matters very seriously.
 - 3.4. Should the concern not meet the requirement to be a qualifying disclosure, the individual should raise this under the Complaints or Grievance policies.
 - 3.5. Where a concern is raised under the Whistleblowing Policy where it is not appropriate to do so, i.e., it relates to a personal grievance, we will confirm that the matter will be addressed under the Grievance Policy.
4. **Reporting procedure**
- 4.1. We are committed to fostering a climate of openness in which anyone can raise legitimate concerns without the fear of detriment or victimisation.
 - 4.2. Concerns can be reported:
 - 4.2.1. verbally or;
 - 4.2.2. in writing via email to: disclosure@chancetoshine.org or;
 - 4.2.3. via post to: Chance to Shine Foundation, Kia Oval, Kennington, London SE11 5SW.
 - 4.3. There is also a form on our website ([PDF](#) and [online](#)) to help capture all the relevant information and direct the disclosure to the relevant person.
 - 4.4. Employees should report any concerns to your line manager in the first instance. Where the concern relates to that manager, you should report the matter to the Director of Finance & Resources.
 - 4.5. Where the concern relates to Director of Finance & Resources or Senior Management Team, you should report the matter to the Chair of the Audit & Risk Committee. You can do so by either completing [this dedicated online form](#) or writing to Sophie O'Connor, Chance to Shine Foundation, Kia Oval, Kennington, London SE11 5SW.
 - 4.6. We will work with you to address the concern, and/or will escalate it where appropriate.
 - 4.7. Any concern regarding safeguarding should be raised directly with our Designated Safeguarding Officer safeguarding@chancetoshine.org.
 - 4.8. All concerns reported will be dealt with in a confidential manner. You may submit your initial concerns in any format however you may be asked to confirm any verbal concerns in writing or to confirm a written record of a verbal report.
5. **Confidentiality**
- 5.1. We will protect any individual's identity if the individual does not want this to be disclosed.
 - 5.2. There may, however, be circumstances in which, because of the nature of the investigation or disclosure, it will be necessary to disclose your identity. For example, where we are required to by law. In such circumstances you will be informed.
 - 5.3. Those making qualifying disclosures are protected against dismissal or detriment by The Public Interest Disclosure Act 1998.
6. **Anonymous reports**
- 6.1. You are encouraged to provide your name with disclosures you make.
 - 6.2. Concerns expressed anonymously may be more difficult to adequately investigate and will be considered at our discretion. In exercising this discretion, the following factors will be considered:
 - a) The seriousness of the issue raised.
 - b) The credibility of the concerns and evidence available.
 - c) The likelihood of confirming the allegation from attributable sources.

- 6.3. Proper investigation may prove difficult if we cannot obtain further information. It is therefore preferable for those raising concerns to reveal their identity. Measures can then be taken to preserve confidentiality as appropriate.
7. **Investigation**
- 7.1. Following receipt of a disclosure made under this policy, an investigation meeting will be held with you (assuming you are the disclosing individual). The purpose of this meeting is to gather as much information as possible regarding your concern/s, including whether you have any supporting evidence or can identify any witnesses.
- 7.2. After this meeting, we will commence a full investigation into the concern/s raised. The investigation will aim to gather all relevant information including relevant documentary evidence or witness statements.
- 7.3. Once the investigation is complete, we will write to you confirming the outcome.
- 7.4. We will aim to provide a response as quickly as possible within 15 working days but if we need longer to consider your disclosure, we will explain the reasons why and tell you when you can expect to receive a response.
- 7.5. If you are not satisfied with the investigation, explanation or outcome, you may raise the matter with the Chief Executive by writing to Chance to Shine's head office: Kia Oval, Kennington, London SE11 5SW or to the Chair of the Audit & Risk Committee via this dedicated online form or writing to Sophie O'Connor, Chance to Shine Foundation, Kia Oval, Kennington, London SE11 5SW.
- 7.6. If you are still not satisfied with the actions taken you should report the matter to the appropriate official organisation, regulatory body, or authority.
8. **Appropriate action**
- 8.1. The action taken by Chance to Shine will depend on the nature of the concern, the appropriate methods of investigation and the nature of evidence required to substantiate the concern.
- 8.2. Actions may include but are not limited to:
- An internal investigation.
 - An investigation by an external independent contractor or auditor.
 - A referral to the Police.
 - A referral to the relevant safeguarding authority.
 - Becoming subjected to an independent inquiry.
- 8.3. Should formal action be required as a result of any disclosure made under this policy, this action will be carried out in accordance with the applicable internal policy.
- 8.4. Any potential sanctions imposed will be fair and reasonable in line with the relevant policy.
9. **Disclosures made in bad faith**
- 9.1. If an investigation under this policy concludes that a concern has been raised maliciously, vexatiously, in bad faith or with a view to personal gain, the individual making the disclosure may be subject to disciplinary action under our disciplinary policy.
10. **Protection against detrimental treatment**
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- 10.1. All employees who raise matters of concern under this policy are protected against detrimental treatment, up to and including dismissal, because they have made a disclosure.
- 10.2. Bullying, harassment, or any other detrimental treatment afforded to a colleague who has made a qualifying disclosure is unacceptable. Anyone found to have acted in such a manner will be subject to disciplinary action.
- 10.3. If an individual believes that they are being subjected to a detriment within the workplace as a result of raising concerns under this policy, they should inform the Director of Finance & Resources or Chief Executive.

This policy and procedure is not contractual, and its operation will be periodically reviewed. Employees will be advised on any amendment and the date from which it takes effect.

Accompanying policies and documents that are referred to or form part of this policy:

- Grievance Policy
- Disciplinary Policy
- Complaints Policy