

Burgh After School Club



Whistle Blowing Policy

This policy will only be used for dealing with major concerns over the conduct of other members of staff that are out of scope of all other club policies.

This policy will not be used to report personal grievances relating to employees terms and conditions of employment, harassment, disciplinary matter, bullying or any other matters that can be dealt with under the clubs complaint policy.

This policy will only be used to report the following types of concerns:

1. A criminal offence
2. The breach of a legal obligation
3. A miscarriage of justice
4. A danger to health and safety of any added individual
5. Malpractice
6. Fraud
7. Improper conduct or ethical behaviour
8. Attempts to conceal or suppress any information relating to the above

Any of the above will be reported to SSSC and Care Inspectorate.

Scottish Social Services Council

11 Riverside Drive

Compass House

Dundee

DD1 4NY

Telephone: 08456 030 891 SSSC

Telephone: 08456 009 527 Care Inspectorate

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Who can raise a concern?

1. Any member of staff or child, who has reasonable belief that there is serious malpractice relating to any issues mentioned above, is entitled to raise concern.
2. Concern raised must be done without malice and in good faith, you must reasonably believe that any information disclosed and any allegations raised/made are true. You will not be expected to prove beyond doubt that the allegation is true but you will need to demonstrate that there are reasonable grounds for concern.
3. If you make an allegation in good faith but are not confirmed by any subsequent investigation then no action will be taken against you.
4. If you make an allegation frivolously, maliciously or for personal gain, then appropriate disciplinary action or legal action will be taken against you.
5. All concerns raised will be treated in confidence and every effort will be made not to reveal the identity of the person who raised the concern. However, at the appropriate time, the individual who made the allegation may need to come forward as a witness.
6. Any individual who raises a concern in good faith will be protected from any possible reappraisals or victimization. Where this occurs, the individual should report it using Burgh After School Club complaints procedure.

To raise a concern

1. Any concerns should be reported to the Manager. If the allegation involves the Manager then the concern must be reported to the Management Committee.
2. Concerns should be raised verbally or in writing, in both instances you will be required to state:
 - The background and history of the concern
 - The reason you are concerned about the situation
 - The extent you have personally witnessed or experienced the problem.
3. The Manager will decide whether the allegation falls within the scope of existing club procedures such as child protection and will therefore be considered with those procedures in mind.
4. The Manager will consider the information that has been disclosed and decide whether there is a case to answer to. The Manager will decide whether or not an investigation will be conducted into the allegation.
5. If the Manager decides not to proceed with an investigation then the decision will be fully explained to the person who made the allegation.
6. The Manager will decide whether to conduct the investigation themselves or involve an external body based on the nature of the allegation. If an investigation is to be conducted the Manager will inform the individual who raised the concern and they may be required to give further information.

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7. The Manager will inform the person(s) against whom the allegation has been made of the investigation and the evidence supporting it. They will be given the opportunity to respond.
8. The Manager will decide whether the result of any investigation requires the involvement of an outside body such as the police and the appropriate, if any, disciplinary action to be taken against the person(s) who the allegation involved.
9. The Manager should then compile a report that details the nature of the allegation, the evidence supporting it and the result of any investigation and disciplinary action.
10. The individual who raised the concern will be informed of the outcome of any investigation.

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