# Whistleblowing Policy

**Juliet Diener**
Founder & Chief Executive Officer
juliet@icandance.org.uk

# Whistleblowing Policy

| | |
|---|---|
| Reviewed by | CEO Juliet Diener & icandance Trustees |
| Last reviewed on: | December 2025 |
| Next review by: | December 2026 |

Signed by : Juliet Diener

Date : December 2025

# Contents:

1. Charity Policies
2. Policy Statement on Intent
3. Scope
4. Definitions
5. Aims
6. How To Raise a Concern
7. How We Will Respond
8. How Will icandance Treat Whistleblowers?

## 1) Charities Policies

This policy should be read and adhered to in conjunction with the following icandance policies:

- Safeguarding Policy
- Health and Safety Policy
- Data Protection Policy
- Equal opportunities Policy
- Team Code of Conduct within the handbook

## 2) Policy Statement of Intent

- We are committed to the highest possible standards of openness, probity and accountability. This whistleblowing policy and procedure supports this commitment.

## 3) Scope

- It gives team members and others with genuine concerns about malpractice or wrongdoing in the charity a way to voice those concerns without fear of victimisation.
- Team members is defined as employees, contractors, volunteers and students on placement.
- Often it is those closest to an organisation who realise that there is something wrong. Sometimes people are reluctant to act upon their concerns because they think that they are being disloyal, or because they are afraid that they might be victimised if they speak up.
- There are existing procedures in place i.e. complaints procedure, which makes provision for employees to lodge a concern relating to their own employment. This whistleblowing policy is intended to complement those procedures by covering concerns that appear to fall outside their scope. This concern may be about something that is:
  - Unlawful, including financial or fraudulent malpractice such as embezzlement, bribery, corruption, dishonesty, decision making for personal gain etc.
  - An abuse of position, anything against establishment standards of practice which may advantage a particular party
  - Improper conduct, child protection and safeguarding issues which are being compromised

- Concerns or allegations which fall within the scope of specific procedures, e.g. child protection or financial irregularities will normally be referred for consideration under those procedures.

## 4) Aims

The purpose of this policy is to provide you with the help and support you need to speak up and be confident that you can do so safely. We will take your concerns seriously and ensure that they are dealt with promptly and fairly.

## 5) How to Raise a Concern

- Individuals should voice their concerns, suspicions or uneasiness as soon as possible. The earlier a concern is expressed, the easier and sooner action can be taken.
- Try to pinpoint exactly what practice is causing concern.
- If the concern is about a member of staff, the CEO should be contacted or, in his/her absence, another member of the Executive leadership, who are senior management, i.e. Head of Programmes or CEO. If a member of the Executive leadership is implicated, matters should be dealt with by the Chair of Trustees. If the CEO is the subject of an enquiry, the complainant should deal directly with the Chair of Trustees who can be contacted at chair@icandance.org.uk
- All cases concerning children or young people should be taken to the DSL or, in his/her absence, the Chair of Trustees who is responsible for safeguarding for the charity.
- Those making a complaint should ensure that they are kept up to date with developments. They should not lay matters to rest.
- After speaking with the appropriate person, concerns should be put down in writing, outlining the background and history of events, giving names, dates and places wherever possible.
- The person raising the concern is not expected to prove the truth of an allegation but will need to demonstrate sufficient grounds for the concern

## 6) How We Will Respond

- After the initial meeting, the CEO will arrange for discreet initial enquiries to be made to decide whether an investigation is appropriate and if so, what form it should take.

- The CEO/Chair of Trustees will write to you within 10 days of your initial meeting to:
    - acknowledge that you concern has been received
    - outline our understanding of what the issues are; and
    - indicate how we propose to deal with the matter.
- If the CEO/Chair of Trustees decides that it is appropriate for an investigation to be carried out, this will either be done by them, or by a trustee who is asked to investigate – the investigating officer. However, it may sometimes be necessary for a concern to be referred to the police, an external auditor, or for it to be the subject of an independent enquiry. In addition, where it is established that the complaint involves issues like bullying or unlawful discrimination, it will be necessary to involve the Trustees or external HR company.
- If an investigation is carried out, you will always be informed of the final outcome. It might not be possible to give you full details of the outcome if it contains personal details of a third party, because we have a duty to protect personal information under the Data Protection Act.

## 7) How Will icandance Treat Whistleblowers?

- If you make an allegation in good faith but it is not confirmed by the investigation, no action will be taken against you. If you knowingly make malicious allegations, disciplinary action may be taken against you.
- ·Disciplinary action will be taken against any member of the team who tries to stop another employee from raising a concern or who is responsible for any act of recrimination or victimisation against an employee who raises a concern.
- ·Where an employee may have been party themselves to an act of possible gross misconduct on which they are now 'blowing the whistle' this could be considered in mitigation. They are not, however, exempt from disciplinary action.
- Disciplinary action may be taken against employees if they contact the media with concerns about conduct at work without first following the steps set out in this policy.

- The CEO/Chair of trustees will make every effort to protect an employee's identity when they raise a concern and do not want their name to be disclosed. It must be appreciated however, that the investigation process may reveal the source of the information and a statement by the employee may be required as a part of the evidence.
- If you raise a concern, you will be given the opportunity to feed back any issues or problems you may have experienced as a result. The purpose of this is to ensure that employees who have raised concerns in good faith do not suffer as a result.

This document is a commitment to show that concerns are taken seriously and that action will be taken in the most appropriate manner.

## Who Else Can Help?

**NSPCC Whistleblowing helpline**
Tel - 0800 028 0285
Email: help@nspcc.org.uk

**Camden Safeguarding Children Partnership (CSCP)**
5 Pancras Square, London N1C 4AG
Phone: 020 7974 8752
cscp@camden.gov.uk
www.cscp.org.uk

**LADO:**
The designated LADO for Children in Camden is Jacqueline Fearon
Email : LADO@camden.gov.uk
Tel: 0207 974 4556