

## Community Insight Project

### Whistle Blowing Policy

**Confidential reporting (whistleblowing) is the disclosure or communication of information about possible malpractice by individuals or organisations. A disclosure can be either internal within the organisation or external to an outside authority.**

**We are proud to deliver a service that is transparent and it is important that staff / volunteers feel safe and confident to raise concerns.**

An employee's / volunteer's concerns about malpractice may include a reasonable belief that one or more of the following has occurred or is likely to occur:

- Conduct which is an offence or a breach of law,
- Miscarriages of justice,
- Health and safety risks, including risks to the public as well as other employees,
- Damage to the environment,
- The unauthorised use of public funds,
- Fraud and corruption,
- Sexual or physical abuse of service users,
- Other unethical conduct.

#### **How to raise a concern?**

- If you wish to report a concern please do so in writing, either via email ([insightcic@outlook.com](mailto:insightcic@outlook.com)) or by hand to Owen Ferron, Company director.
- You will receive an initial response to your concern within 7 working days.
- From this point you may be contacted for further information or to discuss your concern in more detail.
- Your concern will be investigated, this may also involve outside agencies, depending on the concern.
- You will be kept up-to-date with the progress of the investigation and the outcome.
- If you would like an update at any point, please contact Owen Ferron via email.

This policy is intended to provide you with a route within Insight Community Project to raise your concerns, however, if you do not feel satisfied with how the company has dealt with your concern or you feel uncomfortable raising this within the organisation, we have detailed some other ways in which you can find support.

- Protect ( 020 3117 2520)
- An appropriate regulator such as The Health & Safety Executive
- Your trade union
- Your local Citizens Advice Bureau
- Relevant professional bodies or regulatory organisations
- A relevant voluntary organisation
- The police

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