



## **KidzQuest Whistleblowing Policy**

### **1. Policy Overview**

KidzQuest Activity Camps are committed to the highest standards of integrity, transparency, and accountability. This Whistleblowing Policy provides a framework for staff, volunteers, and associated individuals to raise concerns about wrongdoing or malpractice without fear of retaliation. The policy aims to create a safe and supportive environment where concerns can be raised and addressed promptly.

### **2. Purpose of the Policy**

The purpose of this policy is to:

- Encourage individuals to raise genuine concerns about any suspected wrongdoing or malpractice.
- Provide a clear procedure for reporting concerns.
- Ensure that whistleblowers are protected from victimisation, harassment, or any adverse treatment as a result of raising concerns.
- Address issues effectively and maintain high standards of conduct within KidzQuest.

### **3. What is Whistleblowing?**

Whistleblowing is the act of reporting suspected wrongdoing or malpractice that may affect the safety, integrity, or reputation of KidzQuest. This may include, but is not limited to:

- Safeguarding concerns or child protection issues
- Fraud, theft, or financial misconduct
- Health and safety breaches putting children or staff at risk
- Unethical or illegal activities
- Bullying, harassment, or discrimination
- Misuse of KidzQuest resources or facilities

### **4. Who Can Raise a Concern?**

This policy applies to:

- All KidzQuest employees (full-time, part-time, temporary, and seasonal)
- Volunteers and contractors
- Parents/guardians and visitors
- Any individual associated with KidzQuest who has concerns about wrongdoing

### **5. Protection for Whistleblowers**

KidzQuest is committed to protecting whistleblowers from any form of retaliation, victimisation, or discrimination as a result of raising a concern. If you raise a genuine concern



under this policy, you will not be at risk of losing your job or suffering any form of retribution, even if the concern proves to be unfounded.

Malicious or false allegations, however, may be subject to disciplinary action.

## 6. Confidentiality

All concerns raised under this policy will be treated in the strictest confidence. KidzQuest will make every effort to protect the whistleblower's identity, unless required by law to disclose it (e.g., during legal proceedings). If disclosure is necessary, we will discuss this with you beforehand.

## 7. Reporting a Concern

If you have a concern about wrongdoing, it is important to report it promptly. You can raise your concern verbally or in writing to the following designated contacts:

- **Designated Safeguarding Lead:** Steven French (steve@kidzquestcamps.co.uk)
- **Deputy Designated Safeguarding Lead:** Laura French (laura@kidzquestcamps.co.uk)
- Confidential Whistleblowing Email: whistleblowing@kidzquestcamps.co.uk

Please provide as much detail as possible, including:

- A description of the concern or issue
- Any evidence or information that supports your concern
- Names of individuals involved (if known)
- Dates, times, or locations relevant to the concern

## 8. Handling Concerns

- All concerns will be acknowledged promptly and investigated thoroughly by the Designated Safeguarding Lead or Deputy.
- An initial assessment will be conducted to determine the appropriate course of action. This may involve further investigation, interviews with relevant individuals, or consultation with external agencies.
- You will be informed of the outcome of the investigation, where possible and appropriate. However, due to confidentiality, specific details of the investigation may not always be shared.

## 9. Escalating Concerns

If you feel that your concern has not been adequately addressed, or if you are uncomfortable reporting the issue internally, you may escalate the concern to an external body. This may include:

- **Ofsted** (for concerns related to childcare standards): 0300 123 1231
- **Local Authority Designated Officer (LADO)** (for safeguarding concerns)
- **NSPCC Whistleblowing Helpline:** 0800 028 0285

KidzQuest will cooperate fully with any external investigations.



## **10. Support for Whistleblowers**

KidzQuest understands that raising a concern can be difficult. We will provide support throughout the process and ensure that you are treated with respect and dignity. You may also seek independent advice from your trade union, legal adviser, or a confidential helpline such as Protect (formerly Public Concern at Work).

## **11. False or Malicious Allegations**

While KidzQuest encourages openness and will protect those who raise genuine concerns, allegations made maliciously or in bad faith will not be tolerated. Such cases may result in disciplinary action against the individual making the false claim.

## **12. Policy Review**

This Whistleblowing Policy will be reviewed annually or when necessary to reflect changes in legislation or camp operations. Feedback from staff, volunteers, and stakeholders will be considered during the review process.