

Hook Norton Brass Band (HNBB) Whistle Blowing Policy



Date Policy Agreed by Committee: 27/04/2023

Date for Policy Review: March 2024

How a concern can be raised

Speak to the Band Chairman (Katie Gardner) or Welfare Officers (Jo Meara and Leonore Boelee). If your concern relates to one of these officers, then it may be necessary for another committee member to also be involved to support the officer you have spoken to. The officer you have approached should arrange to meet with you as soon as possible to discuss your concern. This meeting can take place away from the band room if necessary. You will be told at the meeting, or as soon as possible afterwards, what action will be taken to address your concern. It may not be possible to tell you the full details of the outcome, as this could relate to confidential third-party information. If no action is to be taken in relation to your concern, you will also be informed of this fact and given the reasons why. If you do not want the person you have concerns about to know your identity, you should make this clear to the officer dealing with your concern at the earliest opportunity. Every effort will be made to respect your wishes; if there is a need for your identity to be disclosed in order to resolve the issue, you will be consulted prior to this action. If you need support raising a concern you may bring another member with you, but consideration should be taken to respect the confidentiality of all involved.

How the HNBB committee will deal with concerns

If someone tells you they are concerned about the actions of another member or volunteer, you should arrange to meet him/her as soon as possible. If you are not the person responsible for dealing with these matters, you should establish why they have chosen to discuss the concern with you. You should then suggest that the person speaks to that officer and offer to support them to do this. You should not however refuse to hear what the person has to say. You should approach the situation sensitively, recognising the discomfort that the person may feel. Offer to meet him/her away from the band room if they wish, but ensure you are protected and not alone if this person is under 18 or a vulnerable adult. You should also remind the person with the concern about other sources of support available to them (please see HNBB Safeguarding Policy for organisations to be signposted to if necessary). If the person reporting the concern wants their identity to be kept confidential, you should explain that this will be done if possible, but that it may not be achievable. Make notes of your discussions with the individual, and check the accuracy of your notes with them.

Recording concerns

The responsible officer should make accurate notes of each stage of the process, including the discussions during meetings, regardless of whether the concern is dealt with formally or informally. Copies of these notes should be given to the person who is the subject of the concern. The person who raised the concern should also be given copies of notes from their discussion. Notes made during the investigation and the report of the investigation, together with any notes relating to the outcome, should be kept securely and compliant with data protection. If it was requested, these notes should not reveal the identity of the person who reported the concerns.