



# Hook Norton Brass Band (HNBB)

## Whistle Blowing Policy

Date Policy Agreed by Committee: 04/06/2026

Date for Policy Review: June 2028

### Raising a Concern

A member may raise a concern by speaking to the Band Chairman (Katie Gardner) or the Welfare Officer (Jo Meara). If the concern relates to one of these officers, another committee member may be involved to support the officer receiving the concern. The officer approached will arrange a meeting with the individual as soon as possible. This meeting may take place away from the band room if preferred. The individual will be informed at the meeting, or shortly afterwards, of the action that will be taken to address the concern. In some cases, full details of the outcome cannot be shared if they involve confidential third-party information. If no action is to be taken, the individual will be informed of this and given the reasons. If the individual wishes their identity to remain confidential, they must make this clear at the earliest opportunity. Every effort will be made to respect this request; however, if disclosure is necessary to resolve the issue, the individual will be consulted beforehand. If the individual requires support when raising a concern, they may bring another band member with them, provided confidentiality is respected by all parties.

### Dealing with Concerns

If a concern is reported about the actions of a member or volunteer, the Chairman or Welfare Officer will arrange to meet with the individual as soon as possible. If a concern is disclosed to another band member, that member should establish why they were approached and encourage the individual to speak directly with the Chairman or Welfare Officer, offering support if needed. Meetings may take place away from the band room if preferred, but safeguarding considerations must be followed—particularly ensuring that no officer meets alone with someone under 18 or a vulnerable adult. The individual raising the concern should be reminded of other sources of support, as listed in the HNBB Safeguarding Policy. If confidentiality is requested, the officer should explain that this will be respected where possible, though it may not always be achievable. Accurate notes should be taken during discussions and checked with the individual for accuracy.

### Recording Concerns

The responsible officer will keep accurate notes at every stage of the process, whether the concern is handled formally or informally. Copies of relevant notes will be provided to the person who is the subject of the concern and the person who raised the concern (for notes relating to their own discussion). All notes and investigation reports will be stored securely and in compliance with data protection requirements. If confidentiality was requested, documentation must not reveal the identity of the individual who reported the concern.