

## Whistleblowing Policy

### 1. Policy Purpose

Charlton Premier Skills is committed to maintaining the highest standards of integrity and accountability. This policy provides a framework for employees, volunteers, and associated persons to raise serious concerns about malpractice, illegal acts, or dangers to our participants/staff without fear of retaliation.

### 2. Scope & Applicability

This policy covers concerns about:

- Criminal offences (including fraud)
- Safeguarding failures
- Health and safety violations
- Financial mismanagement
- Ethical breaches
- Cover-ups of wrongdoing
- Breaches of legal/regulatory obligations

### 3. Protection for Whistleblowers

We guarantee:

- ✓ **Confidentiality:** Your identity will be protected where possible
- ✓ **No Retaliation:** No unfair treatment for raising concerns in good faith
- ✓ **Support:** Access to independent advice throughout the process

*Note:* Protection is forfeited if allegations are made maliciously or knowingly false.

### 4. How to Raise a Concern

#### Preferred Channels

1. **Primary Contact:**  
Whistleblowing Officer  
programmes@charltonpremierskills.org.uk
2. **Alternative Contact** (for safeguarding concerns):  
Safeguarding Lead  
safeguarding@charltonpremierskills.org.uk
3. **Trustee Route** (if concern involves senior management):  
Chair of Trustees  
governance@charltonpremierskills.org.uk

#### What to Include

- Clear description of the concern
- Relevant dates/names (if known)
- Any supporting evidence

- Whether you wish to remain anonymous

## 5. Investigation Process

1. **Acknowledgement:** Within 3 working days
2. **Assessment:** Preliminary review within 5 working days
3. **Investigation:**
  - Conducted by impartial investigator
  - Timescale dependent on complexity
4. **Outcome:**
  - Written report of findings
  - Recommended actions
5. **Feedback:** To whistleblower (where contact details provided)

## 6. External Disclosure

If internal channels are inappropriate (e.g., concern involves senior leadership), or if the matter remains unresolved, you may contact:

- **NSPCC Whistleblowing Helpline:** 0800 028 0285
- **Charity Commission:** 0300 066 9197
- **Local Authority Safeguarding Team**
- **Police** (for criminal matters)

## 7. Responsibilities

- **All Staff/Volunteers:** Must report serious concerns
- **Managers:** Must protect whistleblowers from retaliation
- **Trustees:** Oversee policy implementation

## 8. Policy Review

Annual review by Trustees. Last updated: 19/04/2025

### Approved by:

Dennis Ssemwogerere  
Director of Programmes  
Charlton Premier Skills  
19/04/2025

### Related Policies:

- Safeguarding Policy
- Grievance Procedure
- Code of Conduct

*Speaking up protects our participants and upholds our values.*

*This policy complies with the Public Interest Disclosure Act 1998 and Charity Commission guidance.*