

**Kith & Kids - Whistle Blowing Policy**  
**12<sup>th</sup> March 2025**

**Policy**

It is the duty of every member of staff and volunteer to speak up about genuine concerns in relation to criminal activity, breach of a legal obligation (including negligence, breach of contract, breach of administrative law), miscarriage of justice, danger to health and safety or the environment, and the cover up of any of these in the workplace. It applies whether or not the information is confidential.

Kith & Kids is committed to ensuring that any staff concerns of this nature will be taken seriously and investigated. A disclosure to Kith & Kids will be protected if the member of staff has an honest and reasonable suspicion that the malpractice has occurred, is occurring, or is likely to occur. Staff, parents, members or and volunteers who raise concerns reasonably and responsibly will not be penalised in any way.

**Who this policy is for?**

This policy is for people employed by, parents or members of, or those volunteering with Kith & Kids.

For the purposes of this policy only, this is someone who is:

- Employed on a permanent or fixed term contract of employment;
- On secondment to Kith & Kids;
- On a temporary contract or employed through an agency to work for Kith & Kids;
- An independent consultant for Kith & Kids;
- A volunteer with Kith & Kids;
- Contractors and suppliers of services to Kith & Kids.
- A parent or guardian
- A member

**Procedure**

An employee who has reasonable suspicions of malpractice should initially take their concerns to their line manager. If they do not feel that this is the appropriate person, they should approach the Chief Executive, or if their concern is related to the Chief Executive, they should contact the Chair of Trustees.

Volunteers, Parents or members should approach either the Chair or CEO.

It is recognised that for some individuals, raising a concern under this procedure may be a daunting and difficult experience. An individual may choose to be accompanied or represented by their trade union representative or colleague at any stage of this procedure. All reported

incidents will be investigated. All reports will be dealt with in confidence, with only staff or Trustees who need to know, being informed.

The Chief Executive or Chair of Trustees will establish and record the basis of the concerns that have been raised and establish what further actions are required. The individual raising the concern will be advised of the outcome of the investigation as soon as possible, normally within two weeks of the date of their disclosure. Where a longer period is needed for investigation, the alerter (or person who raised the concern) will be informed in writing.

The Management Committee/Board of Trustees will be informed of all reported disclosures and the actions being taken. In the case of disclosures on alleged fraud and corruption, Kith & Kids bookkeepers and auditors will be informed by the Board.

Where appropriate, the Board will liaise with the Police, and assist in any and all subsequent investigations.

If an individual is not satisfied with the response received and any subsequent action taken, they should put their concerns in writing to the Chair of the Board of Trustees who will arrange any further investigation as they think appropriate. The Chair will send a written response to the individual concerned.

### **Guiding principles**

To ensure that this policy is adhered to, and to assure staff that the concern will be taken seriously, Kith & Kids will:

- Not allow the person raising the concern to be victimised for doing so;
- Treat victimisation of whistle blowers as a serious matter that may lead to disciplinary action including dismissal;
- Not attempt to conceal evidence of poor or unacceptable practice;
- Take disciplinary action if an employee destroys or conceals evidence of poor or unacceptable practice or misconduct;
- Ensure confidentiality clauses in employment contracts do not restrict, forbid or penalise whistle blowing;
- Liaise with the other organisations (see section below) to whom staff report malpractice.

### **Independent advice and further reading**

Further Information for charitable organisations can be found on the Charity Commission's website on:

[Report serious wrongdoing at a charity as a worker or volunteer - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/report-serious-wrongdoing-at-a-charity-as-a-worker-or-volunteer)

Employees who feel unsure about whether or how to raise a concern or want confidential advice can contact the independent charity Protect [Protect - Speak up stop harm - Protect - Speak up stop harm \(protect-advice.org.uk\)](https://protect-advice.org.uk) on 020 3117 2520. Their lawyers can give free confidential advice on how to raise a concern about serious malpractice at work.

Free information and advice can also be obtained from the Advice, Conciliation and Arbitration Service (ACAS) – Telephone: 0300 123 1100.

You may feel that it is more appropriate to report a matter to another organisation. Other organisations concerned with standards in the charitable sector include:

The Charity Commission – 0300 066 9197

Health & Safety Executive – contact on-line; [Tell us about a health and safety issue - Contact HSE](https://www.hse.gov.uk/contact/) or in emergency 0300 003 1647