



**All Hallows vision is Worshiping God, Welcoming Everybody and Serving the Community.**

## **WHISTLEBLOWING POLICY AND PROCEDURE**

### **Policy**

We at All Hallows we are committed to honesty and integrity in our church life, and we expect all involved to maintain high standards. Any suspected wrongdoing, including “covering up”, should be reported as soon as possible.

This policy covers all ministers, officers, volunteers, employees and casual workers who are appointed by the Parochial Church Council.

This policy does not form part of any employee's contract of employment and we may amend it at any time.

This policy does not cover any safeguarding matters as these must be addressed through the Church's Safeguarding procedure.

### **What Is Whistleblowing?**

Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to our activities. This includes bribery, fraud or other criminal activity, miscarriages of justice, health and safety risks, damage to the environment and any breach of legal or professional obligations or concealing any information relating to these acts.

These acts can be in the past, present or future, so that, for example, a disclosure qualifies if it relates to environmental damage that has happened, is happening, or is likely to happen. The church will take any concerns that you may raise relating to the above matters very seriously.

Employees/volunteers must reasonably believe that the disclosure is “in the public interest”. We encourage you to use the procedure to raise any such concerns.

### **Procedure**

In the first instance you should report any concerns you may have to your line manager or the Rector Canon Rev Nicola Milford where the concern relates to your line manager, or it is not appropriate to make the report to your line manager. All concerns reported will be treated in the utmost confidence. You may be asked to confirm any verbal concerns in writing or to confirm a written record of a verbal report.

If you do not report your concerns to Rev Canon Milford, you should take them direct to the appropriate organisation or regulatory body with authority for that area, such as the Archdeacon.

Following receipt of a disclosure made under this policy, an investigation meeting will be held with the employee/volunteer. The purpose of this meeting is to gather as much information as possible from the employee/volunteer regarding their concerns, including whether they have any supporting evidence or can identify any witnesses.

After this meeting, the investigating manager will commence a full investigation into the concerns raised. The investigation will aim to gather all relevant information including relevant documentary evidence or witness statements. This investigation must be completed within four weeks following receipt of the disclosure. If this is not possible, the investigating manager will speak to the employee/volunteer in advance of the completion deadline to agree an extended period of investigation.

Once the investigation is complete, the investigation manager will write to the employee/volunteer confirming the outcome.

If the employee/volunteer is not satisfied with the explanation or outcome, they may raise the matter with the appropriate official organisation or regulatory body. Alternatively, employees/volunteers may raise a formal complaint under the church's grievance policy.

### **Formal action**

Should formal action be required as a result of any disclosure made under this policy, this action will be carried out in accordance with the applicable internal policy. Any potential sanctions imposed will be fair and reasonable in line with the relevant policy.

### **Protection for Whistleblowers**

All employees and volunteers who raise matters of concern under this policy are protected against detrimental treatment, up to and including dismissal, because they have made a disclosure.

Bullying, harassment, or any other detrimental treatment afforded to a colleague who has made a qualifying disclosure is unacceptable. Anyone found to have acted in such a manner will be subject to disciplinary action.

### **Contacts**

<b>Rector</b>	Cannon Rev. Nicola Milford 0151 724 1561 <a href="mailto:Nicola.milford@allahllowsallerton.org.uk">Nicola.milford@allahllowsallerton.org.uk</a>
<b>Churchwarden</b>	Shirley Spencer <a href="mailto:churchwarden@allhallowsallerton.org.uk">churchwarden@allhallowsallerton.org.uk</a>
<b>Parish Safeguarding Officer</b>	Jean Hobbs <a href="mailto:safeguarding@allhallowsallerton.org.uk">safeguarding@allhallowsallerton.org.uk</a>
<b>Public Concern at Work</b> (Independent whistleblowing charity, Protect)	Helpline 02031172520 Website: <a href="http://www.protect-advice.org.uk">www.protect-advice.org.uk</a>