

## Whistleblowing Policy

Young Animators Club is committed to the highest standards of openness, probity and accountability. If a member of staff or member of the public discovers evidence of malpractice or wrongdoing within the Club they can disclose this information internally without fear of reprisal. Our **Whistleblowing** policy is intended to cover concerns such as:

- Financial malpractice or fraud
- Failure to comply with a legal obligation
- Dangers to health and safety or the environment
- Criminal activity
- Improper conduct or unethical behaviour

Please note, any allegations relating to child protection will follow the procedures set out in the **Safeguarding Children policy**. Any concerns relating to the employment conditions of an individual member of staff should be raised according to the procedures set out in the **Staff Grievance policy**.

### Raising a concern

Staff, parents or carers should record allegations in writing, setting out the background to the situation, giving names, dates and places where possible, and the reason why they are concerned about the situation.

In the first instance concerns should be taken to the Club's manager. If, due to the nature of the problem, this is not possible or if the club's manager is unwilling or unable to act on the concern, then the issue should be raised it with:

- The Local Authority Designated Officer or the Local Safeguarding Children Board (if it concerns a child protection issue and is not already covered by the procedure set out in the Club's **Safeguarding Children policy**)
- Ultimately, with the police (if a crime is thought to have been committed).

### Responding to a concern

Initial enquiries will usually involve a meeting with the individual raising the concern, and will decide whether an investigation is appropriate and, if so, what form it should take. If a concern relates to issues which fall within the scope of other policies, it will be addressed under those policies.

If the initial meeting does not resolve the concern, further investigation is required. The appropriate person will investigate the concerns thoroughly, ensuring that a written response can be provided within ten working days where feasible, or if this is not possible, giving a date by which the final response can be expected. The response should include details of how the matter was investigated, conclusions drawn from the investigation, and who to contact if the member of staff is unhappy with the response and wishes to take the matter further.

### Rights and responsibilities of the whistle-blower

All concerns will be treated in confidence and the Club will make every effort not to reveal the identity of anyone raising a concern in good faith. At the appropriate time, however, the member of staff may need to come forward as a witness.

If a member of staff raises a concern in good faith which is then not confirmed by the investigation, no action will be taken against that person.

If the investigation concludes that the member of staff maliciously fabricated the allegations, disciplinary action may be taken against that person.



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## Contact information

LADO (Local Authority Designated Officer):

Telephone: 03000 41 08 88

Email: [kentchildrenslado@kent.gov.uk](mailto:kentchildrenslado@kent.gov.uk)

LSCB (Local Safeguarding Children Board):

Telephone: 03000 41 11 11

Email [social.services@kent.gov.uk](mailto:social.services@kent.gov.uk)



(Independent Whistleblowing Charity)

Protect (formerly Public Concern at Work) are leading experts in whistleblowing. They provide confidential advice for individuals who have witnessed wrongdoing in their

workplace but are unsure how to raise their concerns.

If you need advice or support, call the Advice Line: 020 3117 2520 (option 1)

or use the Advice Line Contact Form

Website: <https://protect-advice.org.uk/>

The Advice Line is open from 9am to 6pm, Monday to Friday.

Anyone in need of advice outside of these times, can contact: [whistle@protect-advice.org.uk](mailto:whistle@protect-advice.org.uk)

and request a call back.