



Joint Parish Youth Service

Whistleblowing Policy

(Making a Disclosure in the Public Interest)

POLICY STATEMENT

The Joint Parish Youth Service is committed to maintaining the highest standards of transparency, integrity, and accountability in all areas of its work with young people and the wider community.

Everyone involved with the Youth Service – including employees, volunteers, and partner organisations – has a responsibility to raise any concerns about wrongdoing, poor practice, or unsafe behaviour so that appropriate action can be taken.

Usually, day-to-day concerns should be dealt with through the normal complaints procedure. However, serious allegations that may affect the safety, wellbeing, or integrity of young people, staff, or the organisation as a whole should be raised under this Whistleblowing Policy.

Raising a genuine concern will never result in reprisals or negative treatment. This policy provides a clear way to report serious issues in confidence and ensures that anyone raising a concern in good faith is protected from victimisation or disadvantage.

This procedure applies to all employees, volunteers, contractors, and anyone associated with the Joint Parish Youth Service.

If an employee or volunteer has a concern about the conduct of a colleague (for example, behaviour that may be disrespectful, unsafe, or unethical), they should raise it with their line manager. If that isn't appropriate, you can take your concern to a senior member of staff or a committee representative.



SCOPE

This policy applies to, but is not limited to, serious allegations concerning any of the following:

- Behaviour or conduct which is unlawful or breaches safeguarding regulations
- Miscarriage of justice
- Serious health and safety risks
- Fraud, theft, or financial irregularities
- Bullying, harassment, or abuse (physical, emotional, sexual, or verbal)
- Improper use of public or charitable funds
- Breaches of confidentiality or data protection
- Concerns about how safeguarding or child protection issues are being handled
- Any other unethical, unprofessional, or improper behaviour

REPORTING CONCERNS

The Joint Parish Youth Service understands that it can be difficult to raise concerns, especially if they relate to colleagues or senior members of staff. However, anyone who raises a concern in the reasonable belief that it is in the public interest has nothing to fear.

The organisation will take appropriate action to protect anyone who reports a concern in good faith from victimisation, harassment, or unfair treatment.

CONFIDENTIALITY

All concerns will be treated sensitively and, wherever possible, confidentially. The Joint Parish Youth Service will not reveal the identity of a whistleblower without their consent, except where it is necessary for an investigation.

In some cases, the whistleblower may be asked to provide a written statement or to give evidence as part of the process.

ANONYMOUS ALLEGATIONS

Individuals are encouraged to give their name when raising concerns. Anonymous allegations



will be considered at the discretion of the Lead Youth Worker or Committee.

When deciding whether to investigate an anonymous concern, the following factors will be taken into account:

- The seriousness of the issue raised
- The credibility of the allegation
- Whether it can realistically be investigated without knowing the source

UNTRUE OR MALICIOUS ALLEGATIONS

No action will be taken against anyone who raises a concern in good faith, even if it is not confirmed by an investigation. However, disciplinary action may be taken if someone makes a malicious or knowingly false allegation.

HOW TO RAISE A CONCERN

Concerns should be raised with the Lead Youth Worker in the first instance. If this is not appropriate, you can report your concern directly to the Steyning Parish Council Clerk, John Fullbrook, JPYC Clerk, Leanne Poole or Upper Beeding Parish Council Clerk, Steve Keogh.

If you do not feel comfortable raising a concern within the organisation, you may contact one of the following external organisations for advice or to make a report:

- NSPCC Whistleblowing Helpline: 0800 028 0285 (Mon–Fri, 8am–8pm) or email help@nspcc.org.uk
- Protect (formerly Public Concern at Work): 020 3117 2520 or visit www.protect-advice.org.uk
- Your Local Authority Safeguarding Team, if the concern involves a child or vulnerable person
- Dan Fairchild, Youth Provision Officer at Horsham District Council:
Dan.Fairchild@horsham.gov.uk

INFORMATION TO INCLUDE WHEN MAKING A REPORT

When raising a concern, please provide as much information as possible, such as:

- Your name and contact details (unless you wish to remain anonymous)
- The background and history of the concern (including relevant dates, names, and positions)
- The specific reason why you are concerned



You will not be expected to prove the allegation but should be able to show that there are reasonable grounds for concern.

ACTION ON RECEIPT OF A CONCERN

The person receiving the concern will record the details and pass them to the appropriate manager or designated officer within five working days. This record will include:

- Details of the concern
- The date received and acknowledgement sent
- Any documents or evidence provided

The Lead Youth Worker will decide whether the concern should be investigated and how the investigation will proceed.

If the concern involves suspected fraud, abuse, or a criminal offence, the Chair and/or relevant authorities (such as the police or safeguarding board) will be informed immediately.

TIMESCALES AND COMMUNICATION

An acknowledgement will be sent to the whistleblower within ten working days of receiving the concern, including:

- How the matter will be handled
- An estimate of how long an investigation may take
- Whether any initial enquiries have been made
- Information about available support
- Whether further investigation will take place and, if not, the reason why

Where the report is made anonymously, it may not be possible to provide updates.

SUPPORT

The Joint Parish Youth Service will take steps to minimise any difficulties that may arise from making a disclosure. If you are asked to give evidence in disciplinary or criminal proceedings, advice and support will be provided.

Subject to legal limitations, whistleblowers will be informed of the outcome of any investigation.



RESPONSIBILITY AND MONITORING

The Lead Youth Worker and Committee are responsible for the implementation of this policy and for ensuring it is used fairly and consistently.

A confidential register of whistleblowing reports will be maintained, recording:

- The name (if known) and status of the whistleblower
- The date and nature of the concern
- Who received it and who investigated it
- The outcome and any actions taken

This register will remain confidential and only be accessible to the management committee for oversight and governance purposes.

FURTHER INFORMATION

More advice about whistleblowing can be found at:

<https://www.gov.uk/whistleblowing>