

CANOLFAN CEIRIOG CENTRE CYF

Company Registration Number: 4984871

Charity Registration Number: 1103898

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Whistleblower Policy

1. Policy Statement

Canolfan Ceiriog CYF is committed to the highest standards of openness, honesty, and accountability. Individuals associated with the organisation are encouraged to raise concerns about wrongdoing or risks in the workplace without fear of victimisation, dismissal, or disadvantage.

This policy outlines how concerns can be raised and how the organisation will respond.

2. Purpose

The purpose of this policy is to:

- Encourage a culture of speaking up.
- Enable concerns to be raised early and in the right way.
- Provide clear steps for reporting wrongdoing.
- Offer protection to whistleblowers from unfair treatment.

3. Scope

This policy applies to:

- Employees
- Volunteers
- Trustees and committee members
- Contractors or sessional workers
- Anyone working on behalf of Canolfan Ceiriog CYF

4. What Should Be Reported?

You should use this policy if you have a genuine concern about:

- Criminal activity (e.g. fraud, theft, bribery)
- Breach of legal or regulatory obligations
- Misuse of organisational funds or assets
- Health and safety risks
- Environmental damage
- Abuse or neglect (particularly of children or vulnerable adults)
- Discrimination, harassment, or bullying
- Attempts to conceal any of the above

Concerns that do not fall under whistleblowing (e.g. grievances or interpersonal disputes) should be addressed using the relevant internal policies.

5. How to Raise a Concern

Concerns should be raised in writing or in person with either the Chair or Secretary of the Trustees. If the concern involves a trustee or senior leader, it may be raised directly with the Charity Commission or an external body.

Please provide:

- Details of the issue
- Who is involved
- Any evidence or witnesses (if available)

You are not required to prove wrongdoing, but your concern must be raised in good faith.

6. Confidentiality and Protection

- Your identity will be kept confidential wherever possible.
- Anonymous disclosures will be considered but may limit investigation.
- No individual will be penalised for raising a concern in good faith, even if it proves unfounded.
- Any retaliation or victimisation against a whistleblower will be treated as a serious disciplinary matter.

7. How We Will Respond

- The concern will be acknowledged within 5 working days.
- An initial assessment will be carried out to determine whether a full investigation is required.
- You may be asked for further information.
- Where appropriate, an investigation will be conducted and findings documented.
- A written summary of the outcome will be shared, unless confidentiality or legal restrictions prevent this.

8. Escalation and External Reporting

If you are not satisfied with the response or believe the matter is too serious to raise internally, you may contact:

- Charity Commission for England and Wales
- Local Authority Designated Officer (LADO) for safeguarding concerns
- Public Concern at Work (Protect) – an independent whistleblowing charity

9. Malicious Allegations

Concerns raised in bad faith, maliciously, or for personal gain may lead to disciplinary action. However, honest mistakes or incorrect suspicions will not result in any penalty.

10. Review of Policy

This policy will be reviewed annually or after any serious concern is raised. It will also be updated in line with changes to legislation or Charity Commission guidance.

This policy is fully endorsed by the Canolfan Ceiriog Centre Trustees

Trevor Bates (Chair)

June 2025