

MALDON YOUTH ORCHESTRA WHISTLEBLOWING POLICY

May 2014

1. Introduction –what is Whistleblowing?

Whistleblowing is about helping people have a voice to raise legitimate concerns or worries about an organisations activities and practices.

Maldon Youth Orchestra has adopted this policy to make it possible for anyone who works for, or on behalf of the Maldon Youth Orchestra to raise concerns they have and to be sure those issues will be taken seriously.

The Whistleblowing Policy provides a way to get that information to a point where it will be taken seriously.

2. What is the Whistleblowing Policy for?

The intention is to make it easy for you to be heard if normal channels can't be followed. Maldon Youth Orchestra wants you to:

- feel confident in raising concerns and to question and act upon concerns about practice
- be reassured that Maldon Youth Orchestra will do the utmost to protect you from reprisals, or victimisation for raising concerns in good faith
- be able to take the matter further if you are dissatisfied with Maldon Youth Orchestra's response.

3. What kind of areas are covered?

Examples of issues which might be raised, would include,

- conduct which is an offence or a breach of law
- sexual, physical or verbal abuse of members, adult helpers, volunteers or committee members.
- health and safety risks to all impacted parties
- damage to the environment
- the unauthorised use of funds
- possible fraud or corruption
- disclosures related to miscarriage of justice
- unethical conduct

Or it may be something that,

- makes you feel uncomfortable in terms of known standards

- is against Maldon Youth Orchestra's policies and practices
- is unlawful
- amounts to improper conduct

The Whistleblowing Policy does not intend to replace grievance or other established processes of Maldon Youth Orchestra.

4. What happens if a concern is raised?

Concerns can be raised by phone or in writing. This will start a confidential and independent examination process. The more information that can be supplied, including dates, times, details and names, the greater the opportunity to establish the facts, but on no account should anyone try to investigate matters themselves. As far as practicable, your confidentiality will be respected, but obviously this cannot be guaranteed in all circumstances, for example if the matter is proved to be a criminal offence, police may be involved.

If there is an issue that you cannot or do not feel able to take through your manager and if it falls within the areas described in this policy there are two ways to share that information.

- You can write to the Chair

Please mark the envelope confidential only to be opened by the Chair of MYO, who is responsible for the policy. The Chair of MYO will ensure all matters are dealt with independently or confidentially.

- By telephoning the Chair

The Chair will talk through the issue to gather the necessary information. That information will then be investigated. You do not have to give a name or contact details, but failure to do so may prevent a full and fair investigation and will make it difficult to ensure you are kept informed of progress and outcomes. Whilst vexatious or malicious calls will not be tolerated and could result in disciplinary action, Maldon Youth Orchestra will seek to fully support any employee who raises genuine concerns.