

The **PIRATE CASTLE**

WHISTLEBLOWING POLICY

Implemented: September 2024

Next review by trustees: September 2025

1. Our commitment

- 1.1 We are committed to running the Pirate Castle with honesty and integrity. We expect all our staff, volunteers and trustees to maintain high standards of ethical behaviour.
- 1.2 Any suspected wrongdoing should be reported as soon as possible. If you are unsure or uneasy about whether the Charity is complying with its obligations, you should feel able to raise it with the General Manager, the Chair of Trustees or another member of the Trustee board.

2. This policy

- 2.1 This policy applies to all persons working for us or on our behalf in any capacity, including all activity volunteers, employees and our trustees. This policy is not contractual and we may amend it at any time. It will be reviewed, as necessary.

3. What is whistleblowing?

- 3.1 Whistleblowing is reporting suspected wrongdoing or dangers in relation to our Charity and the facilities and activities we offer. This includes health and safety risks, damage to the environment bribery, tax evasion, fraud and any breach of the Charity's legal or regulatory obligations.

4. How to raise a concern

- 4.1 We hope that in most cases you will be able to raise any concerns with the General Manager or the Chair of Trustees or any member of the Trustee board. Contact details are at the end of this policy.
- 4.2 We will usually arrange a meeting with you as soon as possible to discuss your concern. You may bring a colleague or another volunteer to the meeting if you wish. Your companion must respect the confidentiality of the concerns you share and any subsequent investigation.

5. Confidentiality

- 5.1 We hope that our staff, volunteers and trustees will feel able to voice their concerns openly under this policy. Completely anonymous disclosures are difficult to investigate. If you want to raise a concern confidentially, we will do what we can to keep your identity secret and only reveal it where necessary to those involved in investigating your concern.

6. Raising concerns externally

- 6.1 The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any concerns about wrongdoing within the Charity. In most cases we hope there will be no need to alert anyone externally.

6.2 The law recognises that in some circumstances it may be appropriate for you to report your concerns to an external body such as the Charity Commission. We encourage you to seek advice before reporting a concern to anyone external.

6.3 If you wish to talk through any concerns you have, an organisation called Protect provides a free independent advice about whistle blowing. The telephone number is: 020 3117 2520 or you can contact them by email via their website at www.protect-advice.org.uk

7. Protection and support for whistleblowers

7.1 We aim to encourage openness and will support whistleblowers who raise genuine concerns under this policy, even if they turn out to be mistaken.

7.2 Whistleblowers must not suffer any detrimental treatment as a result of raising a genuine concern. If you believe that you have suffered any such treatment, you should inform the General Manager, the Chair or another member of the Trustee board immediately. You can also lodge a complaint under our grievance procedure.

7.3 You must not threaten or retaliate against any individual who raises concerns in any way. If you do, you may be subject to disciplinary action (employees) or be removed from your role (volunteers and trustees).

7.4 We encourage reporting of concerns. Only if we conclude that false allegations have been made with an intention to be malicious would we look to impose a disciplinary action (employees) or to remove a volunteer or trustee from their role.

8. Contacts

- **General Manager** in person or via email to tim@thepiratecastle.org
- **Trustees** via email to trustees@thepiratecastle.org