

**WHISTLEBLOWING POLICY & PROCEDURE**

**Introduction**

1. The DPHT recognises that from time to time staff may have concerns about work, which extend beyond personal grievance. Whistleblowing occurs when a volunteer raises a concern about danger or illegality that affects others, for example learners, other staff or members of the public.
2. The Public Interest Disclosure Act 1998 enables employees to raise such concerns (whistleblow) and protects employees from any detriment, so long as the concerns are raised in good faith. The organisation attaches importance to identifying and remedying malpractice.

**Scope**

1. This procedure applies to all staff and volunteers of The Dartmoor Pony Heritage Trust.

**Procedure Objectives**

1. The objective of the Whistleblowing procedure is to make clear to staff what to do if they come across malpractice in the workplace, how to report it and how they will be protected should then need to report incidents.

**Responsibility for Implementation**

1. All staff are responsible for the implementation of the Whistleblowing procedure. Trustees have specific responsibilities for implementing the procedure in their role of supporting the ‘whistle blower’.

**Methodology**

1. A member of staff may whistle blow for a variety of reasons, but especially with concerns about:
2. An unlawful or criminal offence
3. A break of a legal obligation
4. A miscarriage of justice
5. Mistreatment or abuse of a client or a member of the public for the organisation has a responsibility
6. Disregard of legislation governing health and safety at work
7. Against the DPHT’s financial regulations
8. Action that has led, or could lead to damage to the environment
9. Deliberately covering up information tending to show any of the above
10. If a member of has concerns about malpractice it is recommended that they raise these concerns in the first instance with a trustee
11. Whilst it is strongly recommended that the staff member raise the concern with a trustee, in some cases the member of may decide that it is more appropriate to report the concern to an external body, as provided for within the Public Interest Disclosure Act 1998. External Bodies may include:
12. Relevant professional or regulatory organisations
13. Solicitors or Legal Advisors
14. The Police
15. The Health and Safety Executive
16. ‘Public Concern at Work’ – a registered charity
17. Whistleblowers can ask for their concerns to be treated in confidence and such wishes will be respected. Staff will not be penalised for informing the DPHT about any of the specified actions.
18. It should be noted however, that whilst the DPHT will protect staff that whistle blow in good faith, allegations that are malicious or vexatious shall be dealt with seriously through the DPHT’s board of trustees.
19. Trustees that are notified by a member of staff of a concern:
    1. Have a responsibility to ensure that concerns raised are taken seriously
    2. Where appropriate, should investigate properly and make an objective assessment of the concern
    3. Should keep the member of staff advised of progress
    4. Have a responsibility to ensure that the action necessary to resolve a concern is taken

**Safeguarding Concerns**

1. Concerns that staff have with regards to safeguarding children, young people and vulnerable adults must be reported in the first instance to named Designated Person and must follow the DPHT Safeguarding Procedure.

**Access to the Policy and Procdedure**

1. This document is available to all staff, trustees and other appropriate stakeholders and is available electronically through the DPHT website. A hard copy can be found in the Visitor Centre.

**References**

1. The following DPHT procedures compliment the DPHT Whistleblowing Policy & Procedure and should be read in conjunction if appropriate:
   1. DPHT Safeguarding Procedure
   2. DPHT Complaints Procedure
   3. DPHT Grievance Procedure
   4. DPHT Health & Safety Procedure

**Further Information**

1. Further information can be obtained from:
   1. [www.bis.gov.uk](http://www.bis.gov.uk)
   2. [www.pcaw.co.uk](http://www.pcaw.co.uk)

**Mechanism for Feedback**

1. The Board of Trustees will review this procedure annually. As part of the policy audit and review process volunteers and other stakeholders are strongly encouraged to provide their feedback or comments on its effectiveness and to make recommendations for changes to a Trustee. Feedback on this procedure should be sent to the Board of Trustees.

**Date Produced:** 03 February 2011

**Approved By:** Board of Trustees **Date Updated & Approved: 14/03/2019**

**Audit Date:** March 2021 or before if deemed necessary by the board of trustees