



Pimlico Toy Library (PTL)

133A Lupus St
London SW1V 3EN
Registered Charity: 1157856
Tel/fax: 020 7834 3356
e-mail: ptlcharity@gmail.com

WHISTLEBLOWING POLICY

Pimlico Toy Library is committed to being open, honest and accountable. It encourages a free and open culture in its dealings between employees (permanently employed staff and those temporarily employed or contracted), volunteers and trustees. This policy aims to help staff, volunteers and trustees to raise any serious concerns they may have about colleagues or their employer with confidence and without having to worry about being victimised, discriminated against or disadvantaged in any way as a result.

This Whistleblowing Policy is written in the context of the Public Interest Disclosure Act 1998 which protects employees who 'blow the whistle' on malpractices within their organisation.

Scope

This policy is intended to deal with serious or sensitive concerns about wrongdoings such as the following:

- a criminal offence
- a failure to comply with any legal obligation
- a miscarriage of justice
- a health and safety risk to an individual
- damage to the environment
- fraud or corruption
- unauthorised use of the organisation's money
- concealment of any of the above.

It is not necessary for individuals who raise the concern to prove the wrongdoing that is alleged to have occurred or is likely to occur. However, if an individual knowingly or maliciously makes an untrue allegation (for example, in order to cause disruption with the organisation), PTL will take appropriate disciplinary action against them. This may constitute gross misconduct.

This policy does not deal with any complaints staff may have about their employment. Such complaints should be raised in the manner described in the Employee Handbook. If any individual is unsure whether to use this procedure, or they want independent advice at any stage, they can contact ACAS on 08457 47 47 47 (www.acas.org.uk) or Public Concern at Work (www.pcaw.org.uk) on 020 7404 6609.

How to raise a concern in the workplace

The officer designated to handle whistleblowing concerns is PTL Coordinator, Maggie Harper, who is the designated Whistleblowing Officer. If the concern being raised is about the Whistleblowing Officer, this should instead be raised directly to the Chair of Trustees.

Whistleblowing Policy

Date adopted: 17/09/2012
Last updated: 08/02/2016

Individuals are encouraged to raise their concerns in writing where possible, setting out the background and history of their concerns (giving names, dates and places where possible) and indicating the reasons for their concerns.

Protecting the individual raising the concern

If an individual raises a concern which they believe to be true, the organisation will take appropriate action to protect the individual from any harassment, victimisation or bullying. Employees who raise a concern in good faith under this policy will not be at risk of losing their job, nor will it influence any unrelated performance reviews, disciplinary action or redundancy procedures.

The matter will be treated confidentially if the individual requests it and their name or position will not be revealed without their permission unless the organisation has to do so by law. If in other circumstances the concern cannot be resolved without revealing the individual's identity, the Whistleblowing Officer will discuss with the individual whether and how to proceed.

In general, concerns raised anonymously tend to be far less effective. The Whistleblowing Officer will decide whether or not to consider a matter that has been raised anonymously taking into account:

- the seriousness of the matter
- whether the concern is believable
- whether an investigation can be carried out based on the information provided.

How we will deal with the concern

How the concern will be dealt with will depend on what it involves. It is likely that further enquiries and/or investigation will be necessary. The concern may be investigated by the Whistleblowing Officer, the Trustees or an independent investigator. It may be necessary for the individual to give evidence in subsequent criminal or disciplinary proceedings. The organisation will give the individual feedback on the progress and outcome of any investigation wherever possible. If the suspicions are not confirmed by an investigation, the matter will be closed. Staff will not be treated or regarded any differently for raising the concern, and their confidentiality will continue to be protected.

Prescribed People

If anyone wishes to raise a concern with a prescribed person, under the *Whistleblowing; List of Prescribed People and policies, 1st June 2015* legislation, the details are:

Charities:

Charity Commission

0300 066 9197

www.charitycommission.gov.uk

Children's Interests:

The Office of the Children's Commissioner, Sanctuary Buildings, 20 Great Smith Street,
London SW1P3BT

0207 783 8330

Contact details

To raise a concern under this policy or if you have any questions contact Maggie Harper on 020 7834 3356 or ptlcharity@gmail.com or the Chair of Trustees, Max Stanford at

mtr.stanford@googlemail.com.

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