

## **York Railway Institute Band Section**

### **Whistleblowing Policy**

This policy applies to all members, volunteers or anyone working on behalf of (“members”) and the bands which make up the York Railway Institute Band Section (“the section”).

#### **The purpose of this policy**

1. To provide a clear and transparent way for all members of the section to raise genuine concerns about acts of wrongdoing or malpractice within the organisation.
2. To ensure that any concerns are dealt with effectively and in a timely fashion.
3. To provide the Section Committee and its Safeguarding Officer, with steps to deal with allegations, ensuring that members are not penalised for raising genuine concerns, even if those concerns prove to be unfounded.
4. To provide the means for taking disciplinary action against anyone who is found to have raised false concerns with malicious intent.

#### **What to do if you wish to raise a concern about malpractice**

1. Speak to the Safeguarding Officer or Chair of the Section Committee. If your concern relates to one of these officers, then it may be necessary for another committee member to also be involved to support the officer you have spoken to.
2. The officer you have approached will arrange to meet with you as soon as possible to discuss your concern. This meeting can take place away from the band room if necessary. You will be told at the meeting, or as soon as possible afterwards, what action will be taken to address your concern. It may not be possible to tell you the full details of the outcome, as this could relate to confidential third-party information.
3. If no action is to be taken in relation to your concern, you will also be informed of this fact and given the reasons why.
4. If you do not want the person you have concerns about to know your identity, you should make this clear to the officer dealing with your concern at the earliest opportunity. Every effort will be made to respect your wishes, but it cannot be guaranteed that your identity will not be disclosed. If this is the case, you will be informed and any issues you may have about this will be discussed with you.

#### **Investigating a complaint or concern**

The scope of the investigation will be determined by the nature of the concern.

1. Witnesses may need to be consulted and records may need to be scrutinised.
2. Advice may be needed from someone with specialist knowledge in the area of concern.

3. Once the investigation is completed, a report will be produced summarising the nature of the concern, the investigation process and the outcome, including specific Recommendations. The report will be submitted to the Section Committee.
4. Take measures to preserve the anonymity of the person who raised the concern, if this has been their wish.
5. If the concerns are not upheld, this should be made clear.
6. If the concern is upheld and the person at the centre of it is found to have been culpable or remiss in some way, the report's recommendations should be carried out using a clear plan of action. The plan may include the use of disciplinary action, training, coaching, counselling, the implementation of new policies or procedures, or a referral to the Independent Safeguarding Authority.
7. If it becomes apparent during the course of the investigation that a criminal offence may have been committed, the police should be informed and any investigation suspended on police advice, if they decide that they need to become involved.
8. The person who raised the concern should be informed of the outcome, but not the details of any disciplinary action.
9. If the concern is unfounded and the person who raised it is found, through the process of investigation, to have acted maliciously or out of a desire for personal gain, it may be appropriate to consider disciplinary action against them.

### **Recording the concerns**

1. The responsible officer will make accurate notes of each stage of the process, including the discussions during meetings, regardless of whether the concern is dealt with formally or informally.
2. Copies of these notes should be given to the person who is the subject of the concern. The person who raised the concern should also be given copies of notes from his/her discussion.
3. Notes made during the investigation and the report of the investigation, together with any notes relating to the outcome, should be kept securely and compliant with data protection. If it was requested, these notes should not reveal the identity of the person who reported the concerns.

### **Information and Support**

Dealing with an issue such as this may require external support. This could be gained through Brass Band England, the NSPCC, a Local Authority Designated Officer for safeguarding, or Citizens Advice.

Useful contact details

Band Safeguarding Officer: TBC

Section Committee Chair: TBC

North Yorkshire Constabulary

NSPCC Helpline: 0808 800 5000 or [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

ChildLine: 0800 1111 (textphone 0800 400 222) or [www.childline.org.uk](http://www.childline.org.uk)

The Samaritans: <https://www.samaritans.org/>

National Domestic Abuse Helpline: <https://www.nationaldahelpline.org.uk/>

Brass Bands England Safeguarding Officer: 01226 771015