

Whistleblowing* Policy - Raising Concerns at The Place

Updates:

- Reviewed in 2026 with updated names for contacts

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Current Update	2026
Next Update	Jan 2030
Review Cycle	4 Years
Lead Contact	Laura Naldrett, Head of HR
Approval by	Audit Committee



Whistleblowing* Policy - Raising Concerns at The Place

Introduction

All of us at one time or another have concerns about what is happening at work. Usually, these concerns are easily resolved. However, when you have concerns are about possible serious malpractice or potential criminal activity such as financial irregularities or fraud, miscarriages of justice or maladministration, health and safety or damage to the environment, discrimination, safeguarding and possible deliberate concealment of the above matters, it is more difficult to know what to do.

You may be worried about raising such issues or may want to keep the concerns to yourself, perhaps feeling it's none of your business or that it's only a suspicion. You may feel that raising the matter would be disloyal to colleagues, managers, or The Place. You may decide to say something but find that you have spoken to the wrong person or raised the issue in the wrong way.

The aim of this policy therefore is to encourage you to raise concerns confidentially as soon as possible, to provide you with guidance on how to do this, and to reassure you that you are able to raise a genuine concern without fear of reprisals. It is not however possible to deal with anonymous complaints.

We want you to raise the matter when it is a concern rather than wait for proof. If in doubt – raise it! We will not tolerate harassment or victimisation of anyone raising a concern under the procedure in good faith, regardless of whether or not it proves well-founded.

This policy and procedure should not be confused with The Place's [Public Complaints Policy](#) and [Grievance Procedure](#) or [Prevention of Bullying, Harassment and Sexual Misconduct Policy](#). It should not be used for complaints relating to your own personal circumstances. The Head of HR or Chief Financial Officer will advise you of the appropriate procedure if required.

This policy and procedure covers employees, consultants and contractors. It does not form part of any contract of employment and can be amended at any time.

How to proceed



When you have a concern, we hope you will feel able to raise it with your line manager or at meetings such as departmental or team briefings or at an appropriate cross-organisational group.

If you feel unable to follow that route, for whatever reason, you should follow the procedures below.

Concerns relating to financial misconduct

Serious concerns relating to financial irregularities or potential fraud should normally be made to the Chief Executive or the Chief Financial Officer. If you feel unable to follow that route for whatever reason you should raise your concern with the Chair of the Audit Committee, John Stewart via the Head of Governance and Chief Executives Office, Amy Hubbard (amy.hubbard@theplace.org.uk)

Concerns relating to non-financial issues

Serious concerns relating to non-financial issues should normally be made to the Chief Executive (whether or not you report directly or indirectly to the postholder) or the Chair of the Board, **Roni Brown** (roni.brown@theplace.org.uk). If you feel unable to follow that route for whatever reason you should raise your concern with the Chair of the Audit Committee, **Molly Jackson** via the Head of Governance Amy Hubbard (amy.hubbard@theplace.org.uk)

In the first instance we ask that you do not take your concerns outside

The Place except to the independent charity [Protect](#) which can provide confidential advice. If, after you have received advice from Protect you feel that you cannot bring your complaint directly to The Place you should contact the relevant prescribed person or body as stated here: <https://www.gov.uk/government/publications/blowing-the-whistle-list-of-prescribed-people-and-bodies--2>.

You can also contact ACAS (Advisory, Conciliation and Arbitration Service) for free impartial advice. www.acas.org.uk

What happens next

Having alerted us to the concern, it is our responsibility to investigate the matter. The initial stage will be to arrange a meeting to discuss the matter with you and then assess what further action should be taken. We will ask you how you wish to see the concern resolved and whether you would want to be told about how we will conduct the investigation. If the person approached feels that the concern can be resolved quickly,



or in a straightforward manner, it will be brought to the attention of the appropriate manager. The procedure may lead to other processes being implemented such as the disciplinary procedure.

In some instances, a fuller investigation maybe required, and you could be approached again to provide more information. You will be kept informed as to the progress of this investigation and likely timescale. You should treat any information about the investigation as confidential.

If you are asked to meet to discuss your concerns, you may be accompanied by a colleague, who should be another employee of The Place.

Concerns raised under the procedure will be treated seriously and sensitively. Where practicable, immediate steps will be taken to remedy the situation. However, the final outcome may take longer depending on the issue that is raised.

We will make every effort to keep your identity confidential if you wish this to be the case. If this is not possible, for example if you are asked to give evidence, you will be informed, and we will discuss the action with you. The earlier and more open the expression of a concern, the easier it will be to take action.

When raising your concern, you must declare any personal interest you have in the matter. Your employment with The Place will be fully protected unless the subsequent investigation indicates, and separate disciplinary proceedings find that an allegation was made for malicious reasons and was without foundation.

Conclusion of the Process

Where a concern has been raised, the person dealing with the matter will make a record of its receipt and the action subsequently taken. The result of the investigation will be reported to the Audit Committee and to you. Sometimes, however, it may not be possible to reveal the full extent and/or outcome of the investigation.

You will be given an explanation where action is not taken.

Notes:

*This policy is consistent with the Public Interest Disclosure Act 1998, with the with the duty of registered charities to conduct their affairs in a responsible and transparent way, the requirements of funding or other regulatory bodies, together with the Standards in



Public Life enunciated in the reports of the Committee of Standards in Public Life (Nolan/Neill Committee).

The Policy will be regularly reviewed to ensure that it is up to date with any statutory changes and in line with good practice.

Laura Naldrett – Head of HR