



PEOPLE'S THEATRE COLLECTIVE WHISTLE BLOWING POLICY AND PROCEDURE 2025

POLICY STATEMENT

Employees, volunteers, and young people are often the first to realise that something may be seriously wrong within an organisation. However, they may be reluctant to express their concerns for fear of being disloyal, or of harassment and victimisation. This policy ensures that individuals can raise concerns in confidence, without fear of reprisals, and that they are provided with clear reporting procedures.

This policy encourages employees, volunteers, and young people to report serious concerns about any aspect of the organisation. It ensures that concerns are addressed appropriately and supports a culture of openness and accountability.

SCOPE OF THE POLICY

This policy applies to all employees, volunteers, and young people involved with People's Theatre Collective. It is intended to cover concerns that:

- Are unlawful
- Contravene the organisation's policies
- Fall below established standards of practice
- Amount to improper conduct

SAFEGUARDS

Protection Against Harassment or Victimisation

Raising concerns in good faith should not result in retaliation. Any harassment or victimisation will be treated as a disciplinary matter. However, if a whistleblower is already subject to disciplinary or redundancy procedures, these will not automatically be halted as a result of whistleblowing.

Confidentiality

The organisation will do its best to protect the identity of individuals who raise concerns. However, in some cases, confidentiality may not be possible if formal investigations require a statement as evidence.

Anonymous Allegations

Anonymous concerns will be considered at the organisation's discretion. Factors influencing this decision include:

- The seriousness of the issues raised

- The credibility of the concern
- The likelihood of confirming the allegation from other sources

Untrue Allegations

If an allegation is made in good faith but is not confirmed by an investigation, no action will be taken. However, malicious or knowingly false allegations may result in disciplinary action.

HOW TO RAISE A CONCERN

Concerns should ideally be raised in writing and include relevant details such as names, dates, locations, and reasons for concern.

Initial Reporting: Concerns should normally be raised with a line manager. However, if the issue involves management or if a line manager is inappropriate, concerns can be escalated to a trustee.

Alternative Routes: If internal reporting is not appropriate, individuals may seek external advice or report to relevant regulatory bodies.

HOW THE ORGANISATION WILL RESPOND

The response to a concern will depend on its nature and may involve:

- Internal investigation
- Referral to the police or external authorities
- Agreed actions to resolve the issue
- Within 10 working days of receiving a concern, the organisation will:
- Acknowledge receipt of the concern
- Outline how the matter will be handled
- Provide an estimated timeframe for a final response
- Indicate whether initial inquiries have been made
- Explain whether further investigation will take place

Individuals raising concerns may be asked for further information and will be updated on progress where possible, subject to legal constraints.

BEHAVIOUR OUTSIDE OF WORK

Behaviour outside of work that impacts the organisation or its members may also fall under the scope of this policy. If an individual witnesses misconduct outside of work that affects People's Theatre Collective, they should feel able to report it.

SUPPORT FOR WHISTLEBLOWERS

Individuals raising concerns may be accompanied by a Trade Union Representative or a work colleague not involved in the issue when attending meetings.

The organisation will take steps to support whistleblowers, especially if they are required to give evidence in formal proceedings.