



WHISTLEBLOWING POLICY

Version No	Date approved	Date for review	By whom
1.0	March 2018	March 2020	Chapter
2.0	December 2020	December 2022	Chapter

1 About this policy

- 1.1 Worcester Cathedral is committed to conducting our operations with honesty and integrity and we expect all staff to maintain high standards. Any suspected wrong-doing should be reported as soon as possible.
- 1.2 This policy covers all employees, clergy, officers, consultants, contractors, volunteers, casual workers and agency workers. Partners are expected to operate to comparable standards.
- 1.3 This policy does not form part of any employees' contract of employment and we may amend it at any time.

2 What is whistleblowing?

- 2.1 Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to our activities. This includes bribery, fraud or other criminal activity, miscarriages of justice, health and safety risks, safeguarding issues, damage to the environment and any breach of legal or professional obligations.
- 2.2 If you have a personal concern or complaint which is not in the wider public interest such as the way you have been treated at work, this should be raised in accordance with our grievance policy or anti-harassment and bullying policy as appropriate.
- 2.3 If you are uncertain whether something is within the scope of this policy you should seek advice from the whistleblowing officer, whose contact details are at the end of this policy.

3 How to raise a concern about issues including Safeguarding

- 3.1 If a child or vulnerable adult is at immediate risk you should contact the Chief Operating Officer/Cathedral Safeguarding Lead on 07758 906694, the Diocesan Safeguarding Adviser on 07495 060869 or the Police on 999 in accordance with Worcester Cathedral's Safeguarding Policy. In an emergency, call emergency services on 999 and then the Chief Operating Officer or Diocesan Safeguarding Adviser as soon as practicable. If you have received a direct allegation of abuse, but the child/adult is not in immediate danger you should contact the Chief Operating Officer without delay, and in all circumstances within 24 hours.
- 3.2 Otherwise, we hope that in many cases you will be able to raise any concerns with the person to whom you are responsible. However, where you prefer not to raise it with that person for any reason, you should

contact the Chief Operating Officer (COO), Val Floy or if the issue concerns the COO, you should contact the Dean. Contact details are at the end of this policy.

- 3.3 We will arrange a meeting with you as soon as possible to discuss your concern. You may bring a friend, colleague or union representative to any meetings under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.

4 Confidentiality

- 4.1 We hope that staff will feel able to voice whistleblowing concerns openly under this policy. Completely anonymous disclosures are difficult to investigate. If you want to raise your concern confidentially, we will make every effort to keep your identity secret and only reveal it where necessary to those involved in investigating your concern.

5 Investigation

- 5.1 Once you have raised a concern, we will carry out an initial assessment to determine the scope of any investigation. We will inform you of the outcome of our assessment. You may be required to attend additional meetings in order to provide further information.
- 5.2 In some cases we may appoint an investigator including staff with relevant experience of investigations or speciality knowledge of the subject matter. The investigator(s) may make recommendations for change to enable us to minimize the risk of future wrongdoing.
- 5.3 We will aim to keep you informed of the progress of the investigation and its likely timescale. However, sometimes the need for confidentiality may prevent us giving you specific details of the investigation or any disciplinary action taken as a result. You should treat any information about the investigation as confidential.

6 External disclosures

- 6.1 The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases you should not find it necessary to alert anyone externally.
- 6.2 The law recognises that in some circumstances it may be appropriate for you to report your concerns to an external body such as a regulator. We strongly encourage you to seek advice before reporting a concern to anyone external. Public Concern at Work operates a confidential helpline. Their contact details are at the end of this policy.

7 Protection and support for whistleblowers

- 7.1 We aim to encourage openness and will support whistleblowers who raise genuine concerns under this policy, even if they turn out to be mistaken.
- 7.2 Whistleblowers must not suffer any detrimental treatment as a result of raising a genuine concern. If you believe that you have suffered any such treatment, you should inform the whistleblowing officer immediately.
- 7.3 You must not threaten or retaliate against whistleblowers in any way. If you are involved in such conduct you may be subject to disciplinary action. In some cases the whistleblower could have a right to sue you personally for compensation in an employment tribunal.
- 7.4 However, if we conclude that a whistleblower has made false allegations maliciously or with a view to personal gain, the whistleblower may be subject to disciplinary action.
- 7.5 Public Concern at Work operates a confidential helpline. Their contacts details are at the end of this policy.

8 Contacts

Whistleblowing officer	Val Floy e-mail: valfloy@worcestercathedral.org.uk Tel: 01905 732907
Dean of Worcester	Peter Atkinson e-mail: peteratkinson@worcestercathedral.org.uk Tel: 01905 732909
Public Concern at Work (independent whistleblowing charity)	Helpline: 0207 404 6609 e-mail: whistle@pcaw.co.uk Website: www.pcaw.co.uk