

Serving the Community

Charitable Incorporated Organisation 1162816
Tel 07748 531275

Ripley Village Hall
High Street,
Ripley, Surrey
GU23 6AF

Whistle Blowing Policy

Whistle blowing is the reporting of a wrongdoing seen or experienced whilst being a user of, working at or attending Ripley Village Hall, that for the purpose of this policy includes Victory House.

The wrongdoing you disclose must be in the public interest or affect others.

As a whistle blower you're protected by law - you will not be treated unfairly, lose your job or be excluded from using or hiring Ripley Village Hall just because you 'blow the whistle'.

Complaints that count as whistle blowing can include:

- A criminal offence
- Reporting if someone's health and safety is in danger
- Risk or actual damage to the environment
- A miscarriage of justice
- If Ripley Village Hall or one of its users or Trustees is breaking the law
- You believe someone is covering up wrongdoing

Personal grievances are not covered by whistle blowing law.

Procedure

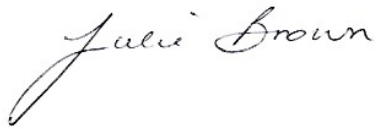
- Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially by no less than two Trustees. The outcome of the investigation will be reported back to the person who raised the issue.
- All whistle blowing should in the first instance be reported to the Administrator of Ripley Village Hall at info@ripleyvillagehall.org.uk or one of the Trustees as listed on www.ripleyvillagehall.org.uk.
- If the complaint concerns a Trustee, then it should be reported to the Chair of the Board of Trustees.
- If the complaint concerns the Chair of the Board of Trustees, then it should be reported to one of the other Trustees as referred to above.
- It is the duty of the person to whom whistle blowing is reported to pass it to the Board of Trustees who will follow up the claim appropriately.

These procedures include the keeping of accurate records and, as far as possible, protecting the anonymity of the whistle blower, (except where so doing could endanger another individual).

The Trustees will, under this Whistle Blowing Policy, protect any individual making a referral so that there is a culture of informing without reprisal or negative consequence. Should the individual making the referral feel that insufficient action/follow up has taken place they should inform the Chair of the Board of Trustees without fear of repercussion.

If any claim is deemed not to have been dealt with satisfactorily the whistle blower can contact [Advisory, Conciliation and Arbitration Service \(Acas\)](#), or the whistle blowing charity [Protect](#).

Signed on behalf of the Trustees

A handwritten signature in cursive script that reads "Julie Brown". The signature is written in black ink and is positioned above a dotted line.

Next Review Date July 2027