



New Generation Church: Whistleblowing Policy

This Whistleblowing policy was updated: September 2024

Review date: September 2025

Whistleblowing Policy

It is the duty of every member of staff or volunteer, to speak up about genuine concerns in relation to criminal activity, breach of a legal obligation (including negligence, breach of contract, breach of administrative law), miscarriage of justice, danger to health and safety or the environment, and the cover up of any of these in the workplace. It applies whether or not the information is confidential.

New Generation Church is committed to ensuring that any member of staff or volunteer who has concerns of this nature will be taken seriously and investigated. A disclosure to New Generation Church will be protected if the person bringing the concern has an honest and reasonable suspicion that the malpractice has occurred, is occurring, or is likely to occur. Any person raising concerns reasonably and responsibly will not be penalised in any way.

Who this policy is for

This policy is for people employed by New Generation Church and for those who volunteer.

For the purposes of this policy only, this is someone who is:

- Employed on a permanent or fixed term contract of employment;
- On secondment to New Generation Church
- On a temporary contract or employed through an agency to work for New Generation Church
- An independent consultant for New Generation Church
- A volunteer with New Generation Church
- Contractors and suppliers of services to New Generation Church

Procedure

Any individual who has reasonable suspicions of malpractice should initially take their concerns to their line manager, supervisor, group leader. If they do not feel that this is the appropriate person, they should approach one of the leadership team, or if their concern is related to a leader, they should contact a trustee of New Generation Church.

It is recognised that for some individuals, raising a concern under this procedure may be a daunting and difficult experience. An individual may choose to be accompanied or represented by their trade union representative or colleague at any stage of this procedure. All reported incidents will be investigated. All reports will be dealt with in confidence, with only staff or trustees who need to know, being informed.

The Leader or Trustee will establish and record the basis of the concerns that have been raised and establish what further actions are required. The individual raising the concern will be advised of the outcome of the investigation as soon as possible, normally within two weeks of the date of their disclosure. Where a longer period is needed for investigation, the member of staff, or volunteer will be informed in writing.

If an individual is not satisfied with the response received and any subsequent action taken, they should put their concerns in writing to the Chair of Trustees (or another appropriate trustee/committee member) who will arrange any further investigation as he/she thinks appropriate. The Chair will send a written response to the individual concerned.

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Guiding Principles

To ensure that this policy is adhered to, and to assure staff and volunteers that the concern will be taken seriously, New Generation Church will:

- Not allow the person raising the concern to be victimised for doing so
- Treat victimisation of whistleblowers as a serious matter that may lead to disciplinary action that may include dismissal
- Not attempt to conceal evidence of poor or unacceptable practice
- Take disciplinary action if an employee destroys or conceals evidence of poor or unacceptable practice or misconduct
- Ensure confidentiality clauses in employment contracts do not restrict, forbid or penalise whistle blowing
- Liaise with the other organisations to whom staff/volunteers report malpractice
- Seek independent advice and further reading.

Further Information for charitable organisations can be found on the Charity Commission's website: [Complain about a charity - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Employees or volunteers who feel unsure about whether or how to raise a concern or want confidential advice can contact the independent charity Public Concern at Work (<http://www.pcaw.org.uk>) on 020 7404 6609, or email helpline@pcaw.co.uk. Their lawyers can give free confidential advice on how to raise a concern about serious malpractice at work.

Free information and advice can also be obtained from the Advice, Conciliation and Arbitration Service (ACAS) – Telephone: **0300 123 1100**

You may feel that it is more appropriate to report a matter to another organisation such as The Charity Commission - **0300 066 9197** or PROTECT a whistleblowing advice service **020 3117 2520**