

Review Date- 28/05/2026

Trinity Support Services Whistleblowing Policy

Introduction

Whistleblowing can be defined as a process whereby a worker in an organisation passes on information concerning wrongdoing. The 'wrongdoing' itself will typically be something they have witnessed at work.

Whistleblowing can also be referred to as 'confidential reporting'. This policy enables staff members to safely come forward without fear of retribution to report concerns and to ensure the safety and wellbeing of all young people.

Policy Statement

Trinity Support Services recognises the importance of ensuring the safety and wellbeing of all young people. Therefore, it is critical that staff members have the right to raise any genuinely held concerns about abuses of power and trust by colleagues towards young people to whom they are providing a service. The organisation also considers that it is every employee's responsibility to act upon any concerns that they have promptly and in the appropriate manner.

This policy complies with the Public Interest Disclosure Act 1998 (PIDA), which offers legal protection to workers who make disclosures in the public interest.

Any concerns that a staff member may have about a colleague mistreating or abusing a child or young person must be raised immediately through safeguarding procedures. This procedure is designed to ensure that other (non-abusive) genuinely held concerns are raised and effectively addressed.

This procedure also applies to people working with Trinity Support Services although not directly employed by the company. Should concerns be raised about any such individuals, the service manager will pursue the matter with the individual's employer. Similarly, should concerns be raised about a student on placement, the service manager will liaise with the relevant college/university.

Trinity Support Services is clear that no one exercising their responsibilities under this procedure, and in good faith, will be penalised for doing so. Any attempt to victimise employees for raising genuine concerns or to prevent such concerns being raised will be regarded as a disciplinary matter.

The procedure does not require employees to prove their suspicions are well-founded; however, they should have reasonable grounds for their concerns. Any attempt to abuse this

procedure by maliciously raising unfounded allegations will also be regarded as a disciplinary matter.

What is Whistleblowing?

1. Examples of concerns that may be raised under this policy include:
2. Criminal activity
3. Failure to comply with a legal obligation
4. Miscarriages of justice
5. Risks to health and safety
6. Environmental damage
7. Deliberate concealment of information relating to any of the above

Procedure for Staff Raising Concerns

1. Concerns must be raised with the staff member's line manager.
2. If the staff member feels unable to speak to their manager, another manager within the organisation may be approached.
3. The manager will arrange a meeting, possibly away from the workplace, to ensure comfort and privacy.
4. The manager will ask how the employee wishes the concern to be resolved.
5. Once concerns have been investigated, the employee will be informed of the outcome, though some details may be limited.
6. The manager must:
 - Arrange a meeting as soon as possible.
 - Consider the location and allow a friend/colleague to accompany the employee if desired.
 - Record the conversation and confirm its accuracy with the employee.
 - Be sensitive to discomfort when discussing concerns about colleagues or managers.
 - Support both the person raising the concern and the person who is the subject of the concern.
7. If confidentiality is requested, reassure the employee that this will be respected. However, explain that identity disclosure may be required by court order or may limit the ability to act.
8. The process should be prioritised and, wherever possible, resolved within 28 days.
9. If the concern is minor or straightforward, it may be resolved informally.
10. If the concern is complex or serious, immediate action may be needed, including referrals to police or social care.
11. An investigation must be initiated promptly. The manager will inform the employee of the outcome.
12. If the manager lacks authority over the subject of concern, the matter must be referred to appropriately, considering seriousness and any reservations expressed by the employee.
13. If the outcome is unsatisfactory to the whistleblower, an appeals process or escalation to a senior manager should be made available.

Anonymous Reporting

Anonymous concerns will be considered; however, they may limit the ability to investigate thoroughly. Individuals are encouraged to identify themselves where possible to support a full response.

Recording and Data Retention

All concerns and actions taken will be recorded in the files of both the complainant and the subject of the complaint. If anonymity is preserved, the complainant's identity will not appear. Records will be stored securely and retained in compliance with GDPR and organisational retention schedules.

Confidentiality

Employees can feel confident that concerns raised will be handled confidentially and effectively. The company will make all reasonable efforts to maintain confidentiality throughout the process.

Training and Awareness

All employees will receive regular training on whistleblowing procedures and their legal rights and responsibilities under this policy.

Policy Review Statement

This policy will be reviewed annually or sooner in response to changes in legislation, regulation, or best practice.

Contact Information

For any questions or concerns regarding this policy or staff are encouraged to contact the following individuals:

- Zoe Ashman (Company Director)
● Email: zoe.ashman@trinitysupportservices.info
- Tracy Dean (Company Director)
● Email: tracy.dean@trinitysupportservices.info