



MED Theatre
Inspired by Dartmoor

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Whistle Blowing Policy

Updated July 2023

This policy will be updated annually



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Statement:

MED Theatre recognises that employees and volunteers may have concerns regarding other colleagues. Employees are often the first to realise that there may be something seriously wrong within the organisation. MED Theatre wants to identify and remove such practice in the delivery of its services; and actively encourages people to raise their concerns in an appropriate way.

Reporting a Suspected Malpractice (Whistle Blowing)

It is the duty of every member of staff and 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.

MED Theatre is committed to ensuring that any staff concerns of this nature will be taken seriously and investigated. A disclosure to MED Theatre will be protected if the member of staff has an honest and reasonable suspicion that the malpractice has occurred, is occurring, or is likely to occur. Staff and volunteers who raise concerns reasonably and responsibly will not be penalised in any way.

Who this policy is for?

This policy is for people employed by or volunteering with MED Theatre. For the purposes of this policy only, this is someone who is:

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

Procedure

Any individual who has reasonable suspicions of malpractice should initially take their concerns to their line manager. If they do not feel that this is the appropriate person, they should approach the Executive Artistic Director, or if their concern is related to the Executive Artistic Director, they should contact a member of the board of trustees such as the Chair. 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 by someone of their choosing at any stage of this procedure. All reported incidents will be investigated. All reports will be dealt with in confidence, with only staff who need to know, being informed.



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The line manager, Executive Artistic Director, or trustee will establish and record the basis of the concerns that have been raised and establish what further actions are required. They will then make contact with the Local Authority Designated Officer (LADO) who will advise them on how they should proceed. The contacts are as follows: Phone (01392) 384964 or email ladosecure-mailbox@devon.gov.uk.

Should there be any uncertainty about how to proceed if there was a whistle blowing situation and you need immediate advice contact the LADO or if not available the Devon Multi-Agency Safeguarding Hub (MASH) on 0345 155 1071 or email mashsecure@devon.gcsx.gov.uk.

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 will be informed in writing.

Independent advice and further reading

Employees 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: 08457 47 47 47.