



**Brent Centre  
for Young People**  
healthy minds, brighter futures.

# Whistleblowing Policy

**Last reviewed:** March 2025

**Next review:** March 2027

## **1. Introduction**

This policy aims to outline the procedures for whistleblowing within the Brent Centre for Young People (BCYP), ensuring that all staff, volunteers, and stakeholders can raise concerns in a safe, confidential, and constructive manner. BCYP is committed to maintaining an open culture of accountability and transparency, where any wrongdoing or misconduct can be reported without fear of retaliation.

## **2. Purpose of the Policy**

BCYP is dedicated to the highest standards of integrity and ethical conduct in its operations. Whistleblowing enables concerns about malpractice or wrongdoing to be addressed. The purpose of this policy is to ensure that:

- Concerns about wrongdoing are raised as soon as possible.
- Whistleblowers feel supported and protected against retaliation.
- All reports of suspected malpractice are properly investigated.
- Legal obligations under the Public Interest Disclosure Act 1998 (PIDA) are upheld.

## **3. Scope of the Policy**

This policy applies to:

- Employees (permanent, fixed-term, or temporary)
- Volunteers and trainees
- Contractors and consultants
- Service users and clients
- Any stakeholders with a vested interest in the charity

It covers concerns related to:

- Clinical negligence or malpractice
- Fraud, corruption, or financial mismanagement
- Breaches of the charity's policies or legal obligations
- Risk to the health or safety of employees, clients, or the public
- Discrimination, harassment, or victimisation
- Abuse of vulnerable service users
- Environmental damage
- Attempts to conceal any of the above

## **4. Legal Framework**

BCYP's whistleblowing policy complies with the Public Interest Disclosure Act 1998 (PIDA), which protects whistleblowers from unfair treatment or dismissal when they raise legitimate concerns in the public interest. Reports made under this policy should meet the criteria of "qualifying disclosures" under PIDA.

## 5. Raising a Concern

### 5.1 Internal Reporting Procedures

If you have a concern, please follow these steps:

1. **Initial Reporting:** Raise your concern with your line manager or a senior manager. If the issue involves them or you are uncomfortable approaching them, proceed to the next step.
2. **Designated Whistleblowing Officer:** Contact the charity's designated Whistleblowing Officer (Jameel Ukaye, Administration, HR & Finance Manager), who has been trained to handle disclosures confidentially.
3. **Charity Trustees:** If the concern involves senior management or the whistleblowing officer, or if you feel the concern has not been addressed properly, you can report it directly to the Chairman of the Board of Trustees, Bernard Roberts.

### 5.2 External Reporting

If you feel your concern has not been properly addressed internally, or you believe the issue is too serious to handle within the organisation, you may contact external regulatory bodies such as:

- **Charity Commission:** For concerns about charity governance and misuse of funds.
- **Health and Safety Executive (HSE):** For concerns about unsafe work practices.
- **The Police:** For concerns involving criminal activity.

External reporting should only be considered when internal procedures have failed or the whistleblower believes they will be ineffective.

## 6. Confidentiality

The charity recognises the importance of confidentiality in whistleblowing. All concerns raised will be handled sensitively and, where possible, confidentially. However, in some cases, the identity of the whistleblower may need to be disclosed to the person or organisation involved or as part of an investigation.

If disclosure is necessary, the whistleblower will be informed before their identity is revealed, and steps will be taken to protect them from retaliation.

## 7. Protection for Whistleblowers

The charity is committed to ensuring that whistleblowers are not subject to any form of detriment, including harassment, victimisation, or dismissal, as a result of raising concerns. Any individual found to be retaliating against a whistleblower will face disciplinary action, which may include dismissal.

If a whistleblower feels they are being treated unfairly after raising a concern, they should report this to the Whistleblowing Officer or the Trustees immediately.

## **8. Anonymous Reporting**

Whistleblowers are encouraged to provide their identity when raising concerns, as this will help facilitate a more thorough investigation. However, anonymous reports will still be considered, although the investigation may be limited by the lack of information.

## **9. Investigating a Concern**

When a concern is raised:

1. Acknowledgement: The whistleblower will receive confirmation that their concern has been received within ten working days.
2. Initial Assessment: A preliminary investigation will be conducted to determine if a full investigation is warranted. This may involve interviews and reviewing relevant documents.
3. Formal Investigation: If a full investigation is required, an appropriate investigator will be appointed. The whistleblower will be kept informed of the investigation's progress and outcome where appropriate.
4. Outcomes and Actions: Following the investigation, the charity will take appropriate corrective action, which could include disciplinary action, changes to procedures, or external reporting.
5. Closing the Case: Once the investigation is completed, the whistleblower will be informed of the outcome, within the limits of confidentiality.

## **10. Malicious or False Allegations**

The charity will not tolerate malicious allegations. Any whistleblower found to have made an intentionally false report may face disciplinary action. However, if a concern was raised in good faith but was not substantiated, the whistleblower will not face any consequences.

## **11. Training and Communication**

The charity will ensure that all employees, volunteers, and contractors are aware of the whistleblowing policy.

The Whistleblowing Officer will receive additional training to handle disclosures effectively and sensitively.

## **12. Monitoring and Review**

The whistleblowing policy will be reviewed every two years by the Board of Trustees to ensure its effectiveness and compliance with legal obligations. Any necessary amendments will be made, and the updated policy will be communicated to all relevant parties.

### **13. Contact Information**

- Whistleblowing Officer: Jameel Ukaye
  - Email: [jameel.ukaye@brentcentre.org.uk](mailto:jameel.ukaye@brentcentre.org.uk)
- Or
- Chairman of the Board of Trustees
  - Email: [info@brentcentre.org.uk](mailto:info@brentcentre.org.uk)

### **14. Conclusion**

The charity is committed to fostering an open environment where concerns about wrongdoing are dealt with promptly and fairly. Whistleblowing plays an essential role in maintaining high standards of clinical and ethical conduct, and this policy is designed to support those who have the courage to raise concerns.