



BRATTON COMMUNITY BRASS BANDS

WHISTLE-BLOWING POLICY - 2023

1. What to do if you wish to raise a concern about malpractice:

Speak to the Band Chairman or one of the Band Managers. If your concern relates to one of these officers, then it may be necessary for another committee member to also be involved to support the officer you have spoken to.

The officer you have approached should arrange to meet with you as soon as possible to discuss your concern. This meeting can take place away from the band room if necessary.

You will be told at the meeting, or as soon as possible afterwards, what action will be taken to address your concern. It may not be possible to tell you the full details of the outcome, as this could relate to confidential third-party information. If no action is to be taken in relation to your concern, you will also be informed of this fact and given the reasons why.

If you do not want the person you have concerns about to know your identity, you should make this clear to the officer dealing with your concern at the earliest opportunity. Every effort will be made to respect your wishes, if there is a need for your identity to be disclosed in order to resolve the issue, you will be consulted prior to this action.

If you need support in raising your concern, you may bring another member or volunteer with you, however

2. What to do if someone raises a concern with you about malpractice:

If someone tells you they are concerned about the actions of another member or volunteer, you should arrange to meet them as soon as possible. If you are not the person responsible for dealing with these matters, you should establish why they have chosen to discuss the concern with you. You should then suggest that the person speaks to that officer and offer to support them to do this. You should not however refuse to hear what the person has to say.

You should approach the situation sensitively, recognising the discomfort that the person may feel. Offer to meet them away from the band room if they wish, but ensure you are protected and not alone if this person is under 18. You should also remind the person with the concern about other sources of support available to them.

If the person reporting the concern wants their identity to be kept confidential, you should explain that this will be done if possible, but that it may not be achievable.

Make notes of your discussions with the individual, and check the accuracy of your notes with them

3. Recording the concerns:

The responsible Officer should make accurate notes of each stage of the process, including the discussions during meetings, regardless of whether the concern is dealt with formally or informally. Copies of these notes should be given to the person who is the subject of the concern. The person who raised the concern should also be given copies of notes from their discussion.

Notes made during the investigation and the report of the investigation, together with any notes relating to the outcome, should be kept securely. If it was requested, these notes should not reveal the identity of the person who reported the concerns.

Policy Adopted JULY 2023

Signed by (Print): M. STRONG

Signed by (Signature): M. Strong

Date: 27/7/23