

## WHISTLEBLOWING POLICY

### About this Policy

- We are committed to honesty and integrity in the life of The Cathedral, and we expect all involved to maintain high standards. Any suspected wrongdoing, including 'covering up', should be reported as soon as possible.
- This policy covers all clergy, staff, volunteers, and casual workers who are appointed by Chapter, Cathedral Departments or to support Cathedral life.
- This policy does not form part of any employee's Statement of Terms and Conditions of Employment and we may amend it at any time.

### What Is Whistleblowing?

- The Public Interest Disclosure Act 1998 protects Whistleblowers from suffering detriment in employment and makes dismissal for having made certain disclosures automatically unfair. There is no qualifying period of employment for this protection.
- Employees who raise legitimate concerns about specified matters are protected under the Act. The specified matters are known as 'qualifying disclosures'. A qualifying disclosure is one made in good faith by an employee who has a reasonable belief that:
  - ↳ a criminal offence has been committed, is being committed, or is likely to be committed;
  - ↳ a person has failed, is failing, or is likely to fail, to comply with a legal obligation;
  - ↳ a miscarriage of justice has occurred, is occurring, or is likely to occur;
  - ↳ the health and safety of any individual has been, is being, or is likely to be, endangered;
  - ↳ the environment has been, is being, or is likely to be, damaged; or
  - ↳ information tending to show any matter falling within any one of the above categories has been, is being, or is likely to be, deliberately concealed.
- It is not necessary for the employee to have proof that such an act is being, has been, or is likely to be, committed – a reasonable belief is sufficient, even if that belief later turns out to be wrong. Employees have no responsibility for investigating the matter. It is The Cathedral's responsibility to ensure that an appropriate investigation takes place.
- If you have a complaint relating to your personal circumstances in the workplace, then you should use the normal **Grievance Procedure**.

### **How to Raise a Concern**

- If a child or vulnerable adult is at immediate risk, you should dial 999 and ask for the police. You should also report it to the Chapter Lead for Safeguarding and the Diocesan Safeguarding Advisors (contact details at the end of this policy). If you have received a direct allegation of abuse, but the child/adult is not in immediate danger, you should record the details on a yellow Incident Form (available in the Robinson Room, outside the Vergers' Office, and on the Welcome Desk) and notify the Chapter Lead for Safeguarding and/or the Diocesan Safeguarding Advisors without delay, and in all circumstances, within 48 hours.
- Otherwise, we hope that in many cases you will be able to raise any concerns with the person to whom you are responsible. However, where you prefer not to raise it with that person, for whatever reason, you should speak with the Dean or the Chief Operating Officer.
- We will arrange a meeting with you as soon as possible to discuss your concern. You may bring a friend, colleague, or trade union representative to any meetings under this policy. Your companion must respect the confidentiality of your disclosure, and any subsequent investigation.

### **Confidentiality**

We hope that whistleblowing concerns can be voiced openly under this policy. Completely anonymous disclosures are difficult to investigate. If you want to raise your concern confidentially, we will make every effort to keep your identity secret, and will only reveal it, where necessary, to those involved in investigating your concern.

### **External Disclosures**

- The aim of this policy is to provide an internal mechanism for reporting, investigating, and remedying any wrongdoing associated with Cathedral activities. In most cases, you should not find it necessary to alert anyone externally.
- The law recognises that in some circumstances it may be appropriate for you to report your concerns to an external body, such as a regulator. We strongly encourage you to seek advice before reporting a concern to anyone external. Public Concern at Work operates a confidential helpline (contact details at the end of this policy).

### Protection and Support for Whistleblowers

- We aim to encourage openness and will support whistleblowers who raise genuine concerns under this policy, even if they turn out to be mistaken.
- If you have raised a safeguarding concern with the DSAs, they will usually liaise with the Dean and/or the Chapter Lead for Safeguarding about your support.
- There is a confidential diocesan counselling service available to all clergy and licenced lay-workers in the diocese, as well as their spouses/partners, and dependent children, who may self-refer as set out in the Diocesan Compendium Paper A15. Chapter may, on request, be able to arrange access to this service for our volunteers [and employees].
- Whistleblowers must not suffer any detrimental treatment as a result of raising a genuine concern. If you believe that you have suffered any such treatment, you should inform the DSAs, the Dean, OR the Chapter Lead for Safeguarding immediately. [If you are an employee and the matter is not remedied, you should raise it formally using our **Grievance Procedure**.]
- You must not threaten or retaliate against whistleblowers in any way. If you are involved in such conduct, you may be subject to disciplinary action. In some cases, the whistleblower could have a right to sue you personally for compensation in an employment tribunal.
- However, if we conclude that a whistleblower has made false allegations maliciously, or with a view to personal gain, the whistleblower may be subject to disciplinary action.

### Contacts

<p><b>Diocesan Safeguarding Advisors (DSAs) with whom we have an SLA</b></p>	<p>Sian Checkley <a href="mailto:sian.checkley@sheffield.anglican.org">sian.checkley@sheffield.anglican.org</a> Mobile: 07741 013 775</p> <p>Elina Penttila <a href="mailto:elina.penttila@sheffield.anglican.org">elina.penttila@sheffield.anglican.org</a> Mobile 07871 796 682</p> <p>Rachel Tankard <a href="mailto:Rachel.tankard@sheffield.anglican.org">Rachel.tankard@sheffield.anglican.org</a> Mobile 07874 859062</p>
<p><b>Chapter Lead for Safeguarding</b></p>	<p>Revd. Canon Geoffrey Harbord <a href="mailto:geoffrey.harbord@sheffield-cathedral.org.uk">geoffrey.harbord@sheffield-cathedral.org.uk</a> 0114 263 6066</p>

<b>Public Concern at Work</b> (Independent Whistleblowing Charity)	Helpline: (020) 7404 6609 E-mail: <a href="mailto:whistle@pcaw.co.uk">whistle@pcaw.co.uk</a> Website: <a href="http://www.pcaw.co.uk">www.pcaw.co.uk</a>
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