



**Imperial Society of
Teachers of Dancing**

IMPERIAL SOCIETY OF TEACHERS OF DANCING

Whistleblowing policy and procedure

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Approved by: Council on 23 March 2023

Review Date: April 2024

Version: V1.2

Signed by as approved by the Chair of Council:

Michael Elliott

Whistleblowing Policy

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1. Introduction

1.1 This policy and procedure applies to all persons working for ISTD or on our behalf, including trustees, employees at all levels whether permanent or temporary, agency workers, seconded workers, volunteers, interns, contractors, external consultants, third-party representatives and business partners (collectively referred to as ISTD colleagues). This document does not form part of any employee's contract of employment. It may be amended at any time, and we may depart from it depending on the circumstances of any case.

1.2 This document should be read in conjunction with:

- Complaints policy and procedure.
- ISTD internal disciplinary procedure

1.3 It should be noted that the whistleblowing procedures should not be used in relation to employee grievances concerning individual terms and conditions of employment or other aspects of the working relationship which are addressed under the ISTD Grievance Policy.

2. Policy

2.1 All organisations face the risk of things going wrong or of unknowingly harbouring malpractice. By promoting a culture of openness within ISTD, employees, partners and other stakeholders are encouraged to raise issues which are of concern at work. By knowing about malpractice at an early stage, steps can be taken to safeguard the interests of all staff and prevent fraud and corruption before it happens.

2.2 Employees and ISTD colleagues should not hesitate to "speak up" or "blow the whistle" if they believe malpractice may be occurring.

2.3 ISTD will:

- help trustees, employees, volunteers and other partners to raise any serious concerns they may have about colleagues or ISTD with confidence and without having to worry about being victimised or disadvantaged in any way as a result.
- ensure everyone is aware of what to do and the appropriate person to notify in the event of concerns around serious malpractice, breaches of regulations or criminal offences.
- allow for investigation of matters where there is 'reasonable belief' that malpractice is or may be occurring and advise on the protection they will receive from ISTD and offered under the Public Interest Disclosure Act 1998 (PIDA).

3. What is Whistleblowing?

3.1 Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to our activities. This includes bribery, fraud or other criminal activity, miscarriages of justice, health and safety risks, damage to the environment and any breach of legal or professional obligations.

3.2 Sometimes we may have concerns about events that are taking place at work. Generally, these concerns are resolved through provision of information and informal discussions with the Line Manager or other senior people. When an individual feels that the informal route is not appropriate they may make a formal disclosure.

3.3 The term 'whistleblowing' is used to describe a formal disclosure of alleged corruption, malpractice or wrongdoing made to the appropriate person in authority. In the case of ISTD

this disclosure might be based on a colleague's conduct during the course of employment or about ISTD systems, procedures or custom and practice.

4. Protection of the whistle-blower

4.1 ISTD is committed to protecting whistle blowers, and individuals are encouraged to raise concerns about malpractice in the context of this policy. Concerns will be treated seriously, and actions taken in accordance with this policy and procedure.

4.2 Individuals may be anxious that, by reporting genuine whistleblowing concerns, their actions may leave them vulnerable. It is important to emphasise that ISTD will not tolerate the victimisation, intimidation or penalisation of anyone raising a genuine concern, anyone involved in the subsequent investigation or anyone acting as a witness.

4.3 Anyone responsible for any such action against individuals making genuine disclosures will be the subject of disciplinary action.

4.4 Whistle blowers receive protection under the PIDA. Further information can be found at Appendix 1.

5. Procedure

5.1 Reporting your concern informally

5.1.1 Employees may informally raise their concern with their manager first. This may be a verbal discussion or in writing. The issue will be treated in confidence. If the manager cannot deal with it they will take it to their Director or the next most senior person within ISTD.

5.1.2 If the employee feels the Manager is an inappropriate person to talk to, they may take their concern to their Director. If the concern involves the CEO the employee or manager/appropriate Director may talk to the trustees (via chair@istd.org) for them to investigate and take action.

5.1.3 Where the individual is not comfortable speaking with the managers and remains unsure whether to use this procedure or to begin whistleblowing action, then they can obtain independent advice by contacting the charity Protect (<https://protect-advice.org.uk/>) on 020 3117 2520.

5.1.4 All concerns will be investigated and dealt with as appropriate. The Manager involved will ensure that the CEO is informed and involved as appropriate (unless the CEO themselves is implicated, in which case the Chair of the Council). The staff member who raised the concern or issue will be informed of the outcome of the investigations and what, if any, action has been taken.

5.1.5 If the staff member is unhappy about the speed, conduct or outcome of the investigation, they should put their concerns in writing to the CEO. They should write to the Chair if the CEO is personally involved or to another Trustee if it is inappropriate to involve the Chair. The CEO (or Chair / other Trustee) will investigate the complaint, and report back to the member of staff with their findings and what, if any, action has been or will be taken.

5.2. Reporting your concern formally

5.2.1 Upon reaching a decision to carry out a formal disclosure employees and associated persons should be reminded of their duty of confidentiality to both ISTD and its customers. All formal concerns must be raised in writing (in a letter or in an email) to the CEO or Chair, or another Trustee if it is inappropriate to involve the CEO / Chair, who will address the

disclosure to the agreed procedures in place. The person receiving the disclosure is referred to throughout this policy as the Appropriate Person and will remain consistent throughout the process.

5.2.2 Importantly, and to guarantee protection under the regulations, a whistle blower must meet specified criteria so that their disclosure can be considered a qualifying disclosure under the PIDA Act. These are as follows:

5.2.3 The disclosure must be made to an Appropriate Person.

5.2.4 The person making the claim must have reasonable belief that wrongdoing is being or is about to be committed.

5.2.5 The disclosure must reasonably believe it to be substantially true and that the disclosure is in the public interest.

5.2.6 The person making the claim should not collect the information to support the allegations improperly.

6. Malicious whistleblowing

6.1. The ISTD acknowledges and supports the right of employees and other stakeholders to formally disclose concerns about and information pertaining to corruption, malpractice or wrongdoing.

6.2 Where it is found that the whistle blower makes an allegation maliciously, and:

6.2.1 Does not act in the public interest;

6.2.2 Makes an allegation without having reasonable grounds for believing it to be substantially true;

6.2.3 Collects the information to support the allegations improperly, or:

6.2.4 Makes an allegation for personal or 3rd party gain;

6.2.5 they may in some cases be subject to criminal investigation where illegality has occurred to achieve those aims. Employees will in such circumstances be subject to formal disciplinary action, up to and including dismissal.

6.3 Additionally where this criterion is met, or the employee or other stakeholder engages in improper conduct in relation to whistleblowing, they are unlikely to be protected as a whistle-blower under the PIDA.

7. Reporting by non-employees

7.1 Whilst the majority of disclosures will be made by employees, there is scope within the legislation for non-employees and those associated with ISTD to raise whistleblowing concerns. This may include customers, partners, volunteers or other persons with an association to ISTD. Members of the public may also feel they wish to pursue a matter they feel is in the public interest.

7.2 The procedure will not differ from that of an employee.

7.3 It is worthy of mention that non-employees might not follow the procedure as prescribed and may take other routes to disclosure; as such it is important to be vigilant when considering or taking into any account any complaint made by individuals who are not directly employed by or associated with ISTD.

8. Addressing the disclosure

8.1 Upon receipt of the disclosure, a meeting to discuss the concerns will be offered and held within a reasonable period (usually within ten working days). The meeting will be held

in a confidential and private location and the following persons will be present, the employee raising the concern and the Appropriate Person to whom the concern has been raised (CEO, Chair or other Trustee – as set out in 5.2.1, above).

8.2 This meeting will be of an exploratory nature depending on the nature of the concern, and the employee can bring along someone to accompany them should they wish to. The individual will have the opportunity to detail the reasons for their disclosure and will use the meeting to share concerns and supporting facts with the Appropriate Person.

8.3 The Appropriate Person will make a formal note of the meeting, which is shared with the whistle-blower within an agreed timeframe. The Appropriate Person will then notify the Chair and CEO (unless one or both is implicated) that a whistleblowing disclosure has been made and conduct the investigation. The identity of the whistle-blower will be protected throughout this process.

8.4 Once the meeting has taken place the Appropriate Person to whom the disclosure was made will consider the information and decide whether there is a case to answer or whether an investigation should be conducted to establish the facts, who will undertake the investigation and what form it should take.

8.5 The Appropriate Person will, having considered all the information presented, then agree with the individual the likely course of action and agree timescales for action. The Appropriate Person will ask for any supporting proof presented at the meeting to be submitted as part of the process.

8.6 If the disclosure falls more properly within other procedures (e.g., Disciplinary or Grievance) then the employee will be advised of this.

8.7 The Appropriate Person will, unless the employee is advised otherwise, act as the main point of contact in the matter and will be responsible for keeping the employee up to date on the progress and outcome of investigations carried out and any actions taken as a result of the investigation.

8.8 Where this impacts on the duty the organisation has to the confidentiality and safety of others, they may confirm the limits to the information that can be provided.

8.9 If, following the meeting, the Appropriate Person decides not to proceed with an investigation, this decision will be explained as fully as possible to the whistle blower. It is then open to the whistle blower to appeal against the outcome to the Council, the details of which will be provided to the employee making the disclosure by return.

8.10 Whistleblowing incidents will be recorded on a central register by the Appropriate Person which outlines the date of the incident and who the Appropriate Person is. On the occasion that the Appropriate Person leaves / stands down from the Council, their records must be shared with another person, usually the CEO or the Chair unless exceptional circumstances apply.

9. External Disclosure

9.1 It is hoped that this procedure will provide employees with the assurance they need to raise whistleblowing issues with ISTD internally; however, we accept that there may be circumstances where employees feel it is more appropriate to make the disclosure to an external body. This is known as a 'Public Disclosure'.

9.2 An external body may be non-regulatory; such as an MP, a local authority social services department, or the police.

9.3 Alternatively, if the allegation involves regulated activity, the disclosure can be made to 'prescribed' persons. These can include (but are not limited to):

- HM Revenue and Customs.
- The Health and Safety Executive.
- The Commissioners of Customs and Excise.
- The Environment Agency.
- The Charity Commission.
- The Information Commissioner.
- The Financial Conduct Authority, or
- The Serious Fraud Office
- Ofqual

9.4 The disclosure will be protected under the legislation in the same way as a disclosure made internally, provided it meets the same satisfying conditions.

9.5 In this instance it is advised to first seek independent advice which can be found by contacting the charity Protect (<https://protect-advice.org.uk/>) on 020 3117 2520. Protect can advise individuals whether, in their opinion, the disclosure to an outside body is advisable and appropriate.

9.5 A full list of prescribed persons and bodies can be found in the schedule to the Public Interest Disclosure (Prescribed Persons) Order 1999 (SI 1999/1549).

9.6 In the event of an external disclosure the relevant regulatory or non-regulatory body will carry out investigations as necessary and to the procedures and processes set out by them.

10. Anonymous disclosure

10.1 The identity of the individual raising the disclosure will be kept confidential, if so requested, provided this is compatible with a proper investigation.

10.2 In view of the protection afforded to an individual raising a genuine concern, it is considered desirable that they disclose their name. However, there may be special or unusual circumstances where an individual considers it necessary to make an anonymous disclosure.

10.3 Where an anonymous disclosure occurs the disclosure will be accepted and treated equally with those bearing a name. Anonymous claims can at times be more difficult to investigate as there is not the option to seek further information during investigation, and claimants cannot be contacted to discuss the outcome, however this should not act as a barrier to making an anonymous disclosure if the individual feels that this is the best course of action for them.

11. Disclosure to the media

11.1 It is advised that internal procedures surrounding whistleblowing should be followed before any disclosures to the media are made. External disclosures that have not first followed internal procedures may be considered an unreasonable action under PIDA (see Appendix 1) and can potentially lead to disciplinary proceedings.

11.2 If you feel that your concern is not being dealt with properly through ISTD's internal Whistleblowing procedure, we recommend seeking legal advice before making any further disclosures as PIDA only affords protection to whistle blowers in certain circumstances.

12. Link to anti-bribery

12.1 ISTD recognises that bribery and corruption are both serious matters and may be the subject of whistleblowing activity.

Appendix 1

The Law

The Public Interest Disclosure Act 1998 (PIDA) applies to all employees and is in place in order to allow employees to raise legitimate concerns about matters that are of a public nature. These include situations where criminal offences, breaches of legislation and illegality occur. These are called "Qualifying Disclosures". It is not necessary for the worker to have proof that such an act is being, has been, or is likely to be committed; a 'reasonable belief' is enough to form the basis of concerns. Some examples of this may be:

- Criminal offences.
- Fraud, bribery or financial mismanagement.
- Mis-selling pensions or financial products.
- Abuse of vulnerable groups of people.
- Practices that put the health and safety of employees or customers at risk.
- Failure to comply with legal obligations.
- Breaches of legislation, such as the Data Protection Act.
- Covering up medical negligence.
- Causing damage to the environment.
- Concealment of any of the above.

For a disclosure to be protected it should be made in the appropriate manner to an ISTD manager. For example, disclosing a serious health and safety issue to a manager and / or the Health and Safety Officer is likely to be protected, but not if the concern was disclosed directly to the newspapers or media without having first attempted to make the organisation aware of the problem. This procedure provides guidance on what falls under the scope of the whistleblowing legislation and how any such issues may be raised in confidence within ISTD and provides assurances that its employees will be protected from suffering from any detriment (i.e., victimisation, discrimination or dismissal) for raising any matters of public interest.