



Parish of Mortlake with East Sheen Whistleblowing policy

The Parochial Church Council (PCC) of the Mortlake Team Ministry (the Parish of Mortlake with East Sheen) is committed to being open, honest and accountable.

It encourages a free and open culture in its dealings between the members of its Parochial Church Council and sub committees.

Consultative Groups, Finance & Property, Mission Peace and Justice

Clergy, Licensed, Commissioned and Affirmed ministers, Wardens and office holders, employees and volunteers.

Tackling problems is vitally important to maintaining the aims of the PCC as trustees of Charity 1132303 its financial health and achieving its charitable aims.

This policy aims to help office holders, employees, workers and volunteers in working within the offices and churches of the Parish to raise any serious concerns they may have about colleagues or anything taking place in the charity with confidence and without having to worry about being victimised, discriminated against or disadvantaged in any way as a result.

This policy is written in the context of the Public Interest Disclosure Act 1998 (the “Act”) and other legislation which protects employees and workers who ‘blow the whistle’ on malpractices within their organisation.

1. Whom does this policy apply to?

This policy applies to everyone who works for, and in, or volunteers for Charity 1132303. This means employees, workers, office holders, volunteers, and contractors.

2. What is Whistleblowing?

‘Whistleblowing’ refers to the internal or external disclosure of malpractice and serious suspected wrongdoing as well as illegal acts, or omissions, at work. It covers, for example, how we raise funds, how we commission work or make payments and where there has been a breach of a legal, statutory or regulatory requirement or unethical behaviour.



3. What types of concerns are covered by this Policy?

To use this whistleblowing policy and be legally protected under the Act, you must make a disclosure about a serious concern. This is known under the Act as a 'qualifying disclosure'. This means you have information and reasonably believe that one or more of the following matters is happening, has taken place, or is likely to happen in the future:

- (a) a criminal offence (including fraudulent and corrupt behaviour, e.g. theft, fraud or malpractice)
- (b) a miscarriage of justice
- (c) an act creating risk to health and safety
- (d) an act causing damage to the environment
- (e) a breach of any other legal obligation, or
- (f) concealment of any of the above

You do not need to have proof that such an act is being, has been, or is likely to be, committed. You do, however, need to hold a reasonable belief of such an action having been, being or likely to be carried out.

If you feel unable to whistleblow internally, the matter maybe reported directly to the relevant regulator, such as the Charity Commission or Church Commissioners,

4. What concerns cannot be raised as whistleblowing under this policy?

This whistleblowing policy does not apply to:

- Complaints: a complaint that is an expression of your dissatisfaction which calls for a response. If you want to make a complaint about the Parish, you should use the Parish's complaints policy. [[insert link and policy here](#)]
- Safeguarding concerns: for safeguarding concerns please contact either the Parish Safeguarding Officer or safeguarding officer of the relevant church in the Parish or the Diocesan Safeguarding Team. <https://southwark.anglican.org/safeguarding/contact-the-team> please refer to the parish safeguarding policy [[insert link here](#)]
- Concerns about another organisation: if you have concerns about the behaviour of another Church of England organisation, you should raise them through that organisation, following any whistleblowing procedures it has.
- Employment related concerns: This policy does not deal with any complaints employees may have about their own employment position, which should be addressed through the Parish's Grievance procedure. [[Insert policy here](#)]



5. How to raise a concern

You should raise your whistleblowing concern as soon as possible. This will make it easier to act and to enable any problems to be resolved or reported quickly.

You should report your concern in the first instance to your line manager/volunteer co-ordinator where appropriate.

This may be THE TEAM RECTOR, TEAM VICAR OR PARISH WARDEN.

If this is not satisfactory, then it should be raised with the Archdeacon of Wandsworth: The Ven *John Kiddle* john.kiddle@southwark.anglican.org or via Trinity House 4 Chapel Court Borough High Street London SE18 2BF

You can make your disclosure orally, but written disclosures are preferable as these will make the process more efficient and effective. In your disclosure, you should:

- (a) provide any relevant context and background, including relevant dates, venues, names etc
- (b) state clearly the reason why the situation causes concern.

You must say that you are raising your concern using the whistleblowing policy and whether you wish your identity to be kept confidential. While we will make every effort to deal with your case confidentially, depending on the circumstances of the case this may not always be possible (e.g. if the police are involved). Where this is the case, you will be informed of this and the reasons why it was not possible. Non-anonymous disclosures are recommended, as anonymity often makes it difficult to investigate concerns properly, protect employees or give feedback on outcomes.

6. Protecting the individual raising the concern

If you raise a concern which you believe to be true, the Charity will take appropriate action to protect you from any harassment, victimisation or bullying. Employees and workers who raise a genuine concern under this policy will not be at risk of losing their job, nor will it influence any unrelated disciplinary action or redundancy procedures.

The matter will be treated confidentially but if the concern cannot be resolved without revealing your identity, the officer designated with investigating your claim will discuss with you whether and how to proceed.



7. How will the Charity deal with the concern?

How the concern will be dealt with, will depend on what it involves. It is likely that further enquiries and/or investigation will be necessary. The concern may be investigated by the designated officer through the disciplinary process, or it may be referred to the police, Diocesan Safeguarding Adviser, a regulator, other agencies, an external auditor or an independent investigator.

Typically, the matters raised may result in one or more of the following:

- (a) no action required
- (b) action being taken under another policy or procedure
- (c) an internal investigation under this policy
- (d) a referral to the police or other relevant statutory body
- (e) referral to the Church Commissioners
- (f) a referral to the Parish's external auditors
- (g) a Serious Incident Report being made to the Charity Commission
- (h) an independent enquiry.

It may be necessary for you to give evidence in criminal or disciplinary proceedings.

You will be given feedback on the progress and outcome of any investigation, wherever possible by the Team Rector or Archdeacon as appropriate.

8. Allegations that are malicious or known to the individual making them to be false

If it is found that you have knowingly or maliciously made an untrue allegation or you are involved in any way in the malpractice, wrongdoing or illegal acts or omissions, the Diocese of Southwark will take appropriate action in accordance with the appropriate policy.

If the suspicions are not confirmed by an investigation, the matter will be closed, and a record retained. Any person raising a concern under this policy will not suffer any detriment for raising the concern unless they are found to have made a malicious or, knowingly, a false allegation.

9. Policy Review

The PCC adopts this policy and the standing committee reviews it annually before the APCM.

Date of last review by PCC Standing Committee - [date]

[date] Parish of Mortlake with East Sheen PCC Whistleblowing policy