



# **Whistleblowing Policy v5.1**

**Table of Contents**

1	Document Control .....	3
1.1	Version Control.....	3
1.2	Authorisation .....	3
1.3	Policy Review .....	3
2	Document Purpose .....	4
3	Document Statement .....	4
4	Safeguarding Roles and Responsibilities .....	4
5	Whistleblowing procedures .....	5
5.1	Raising a concern about a staff member or volunteer .....	5
5.2	Time scales in which the management will respond.....	5
5.3	Examples of what should be reported .....	5
6	Concern Form .....	6

## 1 Document Control

### 1.1 Version Control

Vers	Date	Description	Sections Changed
1.0	30/05/2016	First version	All
2.0	25/05/2017	Capability 2017	All
3.0	25/06/2018	Annual Review	1, 3, 4, 6
3.0	30/04/2019	Change of Safeguarding Officer	1.3, 4
4.0	20/06/2019	Annual Review 2019	1
5.0	13/06/2023	Review and rebrand	All
5.1	01/05/2025	Review	1.2, 1.3, 4
6.0	14/01/2026	Amended	1.2, 4.

### 1.2 Authorisation

Name	Role	Date	Signature
Ricky Stevenson	Chief Executive Officer	14/01/2026	

### 1.3 Policy Review

Date	Date of next review	Year Applicable
01/05/2025	Next review May 2027 or following a major incident, organisational or legislative change	2025-2027

## 2 Document Purpose

To provide an agreed set of principles to ensure that an appropriate and consistent way of working is maintained by all who work on behalf of Mansfield Town Community Trust.

## 3 Document Statement

The aim of this policy is to ensure there is a mechanism within Mansfield Town Community Trust to encourage staff, volunteers and trustees to feel confident in raising and reporting a serious concern at the earliest opportunity.

Staff, volunteers and trustees can report their concerns to the Safeguarding and Welfare Officer or Management Team without fear of harassment or victimisation and can be sure that every effort will be made to keep their identity confidential.

Mansfield Town Community Trust's Whistleblowing Policy complies with the rules and regulations set out in the following documents:

- Public Interest Disclosure Act 1998
- Employment Act 2008
- Equality Act 2010
- Keeping Children Safe in Education 2015
- Serious Crime Act 2015

This Whistleblowing Policy should be read in conjunction with the following policies and procedures:

- Anti-Bullying Policy
- Behaviour Policy
- Caring for Children, Young People and Adults at Risk Policy
- Code of Conduct Policy
- Complaints Policy
- Dealing with Racial Harassment Policy
- Disciplinary Policy
- Disclosure and Barring Policy
- Equality, Diversity and Inclusion Policy
- Health and Safety Policy
- IT Acceptable Use Policy
- Radicalisation Policy
- Safe Recruitment Policy
- Safeguarding Children Policy
- Safeguarding Adults at Risk Policy
- Visits, Outings and Transport

## 4 Safeguarding Roles and Responsibilities

Role	Responsibility	Name	Telephone	Email
Designated Safeguarding Officer	Safeguarding Policies and Procedures	Joeanne Shuttleworth	07977 428147	joeanne.shuttleworth@mansfieldtownct.net
Chief Executive Officer	Supporting SSM and DSO with Safeguarding Policies/Procedure	Ricky Stevenson	07932 071364	Ricky.stevenson@mansfieldtownct.net

Management Team	Alternative Contact	Alex Cartwright Macauley Short Patrick Austin	07546 808643 07905 436716 07375 976853	alex.cartwright@mansfieldtownct.net macauley.short@mansfieldtownct.net Patrick.Austin@mansfieldtownct.net
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## 5 Whistleblowing procedures

### 5.1 Raising a concern about a staff member or volunteer

- Verbal report to Safeguarding and Welfare Officer or Management Team.
- Written report about the concern either on a Concern form or on the My Concerns platform.

### 5.2 Time scales in which the management will respond

Within 10 working days a letter will be sent acknowledging the issues and indicating how the management will respond. The management will set up a meeting to discuss issues further (this meeting can be away from the workplace). If necessary, other support mechanisms will be in attendance e.g. Union Representative or professional representative.

### 5.3 Examples of what should be reported

- The treatment or care of a child, young person or adult at risk.
- Any breach in behaviour of staff, volunteer or trustee.
- Discrimination of any kind.
- Concerns that could impact on the health and safety of a child, young person, adult at risk, parent/carer, participant, staff member, volunteer or trustee.

**6 Concern Form****Logging a concern about a member of staff or volunteer**

Name of member of staff/volunteer:	Role:
Record the following factually: Who? What? (if recording a verbal discussion by a child/young person/vulnerable adult use their own words) Where? When? (date and time of incident) Any witnesses?	
Who did you report the concern to?	
Any other relevant information?	
Your name:	Your job title:
Your signature:	Date and time of writing concern:

Pass this form to the Safeguarding and Welfare Officer/Management Team, **within an hour, or if this is not possible, by the end of the working day**