

# Cecily's Fund Whistleblowing policy



## **What areas of CF operation this policy covers**

All UK and Zambian operations

## **What the policy seeks to do**

The policy seeks to make it clear that if any activity that causes concern or is in breach of this and/or other policies is revealed, staff, trustees, and partners, have a responsibility to refer it to the Director and / or the Chair of the Board of Trustees at the earliest opportunity.

Cecily's Fund is committed to conducting its business in a legal and ethical manner and to the promotion of best practice and transparency both in the UK and, through its local partners, in Zambia. We are committed to safeguarding children and vulnerable adults as well as the prevention of fraud and other malpractice in the UK and through its local partners in Zambia.

Cecily's Fund will not maintain relationships, contracts, joint working and/or employment with partners, individuals, staff or trustees where they become involved in such activity. Where appropriate it will take legal action against organisations and individuals where they have breached the law and /or this policy.

Issues related to malpractice may damage the reputation of Cecily's Fund. The charity has a responsibility to its employees and stakeholders to ensure that any risks related to this issue are minimised.

## **Definition**

Cecily's Fund defines whistleblowing as the reporting of suspected wrong-doing or dangers in relation to our activities or operations. This includes safeguarding issues, health and safety risks, any breach of legal or professional obligations. In the case of a safeguarding issue, Cecily's Fund will take necessary steps as outlined in our Safeguarding Children and Vulnerable Adults Policy.

## **Who it applies to and who should be aware of its contents/provisions**

Cecily's Fund staff, volunteers and Trustees and any other person associated with acting on the charity's behalf including our Zambian partners and their staff.

## **What to do if you think the policy has been breached, is being disregarded or not complied with**

Individual members of staff and trustees are responsible for raising concerns about any suspected fraud and irregularities. Normally concerns should be raised immediately to the line manager verbally, then following in writing.

The procedure of reporting begins at line manager level. It is recognised, however, that there may be circumstances where that is not appropriate, and in such circumstances, staff should contact the Director, or Chair of the Board of Trustees.

Managers are responsible for following up any concerns raised by their staff with the Director.

If the Fraud or irregularity involves a Director then the Chair of the Trustees should be contacted and they are then responsible for initiating an investigation into the allegations.

The Director and Chair are responsible for ensuring other trustees are kept informed of any allegations and the progress and conclusion of any resulting investigation.

### **Protection of the whistle-blower**

Cecily's Fund is committed to this Whistleblowing Policy and individuals are encouraged to raise concerns about malpractice in the context of the policy. Concerns will be treated seriously and actions taken in accordance with this policy.

Some concerns may be resolved through the provision of information and early discussions with an appropriate line manager or senior staff.

If an individual feels that it is necessary to take further action, then formal whistle-blowing procedures should be followed.

Individuals may be anxious that, by reporting genuine whistleblowing concerns their actions may leave them vulnerable. It is important to emphasise that Cecily's Fund 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.

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

CF will at all times protect its staff members from any negative personal consequences arising from the reporting, in good faith, of any suspected fraud or other irregularity. To the extent possible, without negative impact on the course of the investigation, the source of reported information will be kept confidential and limited in circulation.

In the event of a need to raise concerns regarding CF operations please contact Cheryl Hooper, CF Director E: [cheryl@cecilyfund.org](mailto:cheryl@cecilyfund.org)  
Steph Harland, CF Chair E: [Steph.Harland@ageuk.org.uk](mailto:Steph.Harland@ageuk.org.uk)