



Whistleblowing – Overview for volunteers

1. What is whistleblowing?

Whistleblowing means reporting suspected wrongdoing or risks in the way the charity operates. This could include:

- Criminal activity, fraud, or bribery
- Legal or regulatory breaches
- Health and safety risks
- Environmental damage
- Deliberate attempts to hide any of these issues

In most cases concerns can easily be resolved and appropriate action taken through talking things through with the volunteering manager or another member of staff. Sometimes, however, you may have a serious concern and/or may feel that your concern has not been listened to, and in such circumstances, the whistleblowing procedure should be followed.

An example of when you might need to follow the whistleblowing process in your volunteering role could be:

You have noticed misuse of branch funds by committee members. You have previously raised your concerns on this with a member of charity staff and you don't feel it has been resolved appropriately as you are still witnessing the same misuse of funds.

2. What Should Volunteers Do?

If you notice something wrong and it has not been resolved by talking to the volunteering manager or another member of staff, you should report it.

1. Report your concern promptly to the Whistleblowing Officer contact details below.
2. If your concern is about the Whistleblowing Officer, contact the Chief Executive, or if it relates to the Chief Executive, the Chair of the Executive Council.
3. The charity will investigate the concern and keep you informed as appropriate.
4. You can ask for your identity to be kept confidential wherever possible.

3. Key Points for Volunteers

- You are expected to follow the reporting process if you have a concern.
- Volunteers do not have the same legal protections as staff, but the charity aims to handle reports fairly and confidentially.
- Do not make malicious or false reports; genuine concerns are always taken seriously.

4. Need Help?

You can contact Protect, an independent confidential whistleblowing helpline, for advice on raising concerns.

Key contacts		
Volunteering Manager Stephen Jeffs	Phone: 0121 647 8263	Email: stephen.jeffs@hda.org.uk
Whistleblowing Officer David Stephenson	Phone: 07749 493667 / 01233 221772	Email: david.stephenson@hda.org.uk
Chief Executive Cath Stanley	Phone: 0151 482 9067	Email: cath.stanley@hda.org.uk
Chair of trustees Hugh Rickards		Email: trustees@hda.org.uk
Protect (Independent whistleblowing charity)	Helpline: 0203 117 2520	Website: www.protect- advice.org.uk