

Inverbrothock Out of School Care Club

Charity number: SC030097

Whistle blowing policy

At Inverbrothock Out of School Care Club we operate a whistle blowing policy to give staff the confidence to reveal any concerns they may have about the conduct and behaviour of the management team or members of the staff team.

Raising a concern

Staff should raise concerns with the Manager or Management Committee. Concerns should be raised in writing and include:

- References to the fact that it is a whistle blowing disclosure.
- The background and history of the concerns
- Names, dates, and places (where possible)
- The reason why the worker is particularly concerned about the situation.

Staff who feel unable to submit a concern in writing, can telephone or meet either with the manager or a member of the management committee.

Responding to a concern

To protect individuals, initial enquires (usually involving a meeting with the individual who is raising the concern will be made to decide whether an investigation is appropriate and, if so, what form it should take). Concerns or allegations that raise issues that fall within the scope of other policies/procedures will be addressed under those procedures.

Some concerns may be resolved at this initial stage simply by agreeing action and explanation regarding the concern, without the need for further investigation. The action taken will depend on the nature of the concern. The matters raised will be investigated internally or in the case of child protection allegation against a member of staff The Care Inspectorate and Scottish Social Services Council will be informed, in some cases the Police will also be informed.

Support and protection

'Blowing the whistle' can be difficult and stressful. The club will ensure that they do their best to protect the identity of the worker raising the concern and they are not subject to harassment or victimisation. Staff will be supported during this time.

The above policy has been approved and hereby adopted by the IOOSCC
Committee

Updated July 2025.