



WHISTLEBLOWING POLICY

PURPOSE

The purpose of this policy is to provide a confidential and protected channel for employees, contractors, and other stakeholders of **Unique Community Charity** to report any illegal, unethical, or other undesirable practices that they become aware of within the organisation.

SCOPE

This policy applies to all employees, contractors, and stakeholders of **Unique Community Charity**.

DEFINITIONS

Whistleblowing: Reporting any illegal, unethical, or other undesirable practices that the reporting party becomes aware of in the course of their work or interaction with GLTP.

Illegal Practices: Practices that are against the law, such as fraud, bribery, or discrimination.

Investigation: An internal investigation that may lead to the engagement of external persons or agencies as appropriate for the nature of the disclosure

Unethical Practices: Practices that are against the organisational code of ethics, such as conflicts of interest, exploitation of company resources, or harassment.

Protected Disclosures: Whistleblowing disclosures that are made in accordance with the provisions of the Public Interest Disclosure Act 1998.

DESIGNATED PERSONS

Executive Director // Natalia Nikolaeva
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Artistic Director // Nataliya Kharina
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Company Manager // Florentina Bowden
florentina@uniquecommunity.org // 07931860763

Community Outreach Manager // Thomas Sergeant
tom@uniquecommunity.org // 07713822671

Chair of Board of Trustees // Erina Davidenko
erinaclubok@gmail.com // 07535647984

RESPONSIBILITIES



Employees, contractors, and other stakeholders are encouraged to report any illegal or unethical practices that they become aware of, in accordance with this policy.

Unique Community Charity will not tolerate retaliation against anyone who makes a protected disclosure in good faith.

Unique Community Charity will investigate all reported incidents and take appropriate action, where necessary.

PROCEDURES FOR REPORTING:

- + Reports can be made to the Chief Executive, or if this is not appropriate/possible or the report is against the Chief Executive, then reports can be made to another Designated Person.
- + Reports can be made in person, by phone, in writing, or via email.
- + Reports should include as much detail as possible, including the nature of the illegal or unethical practice, the names of individuals involved, and any supporting evidence.
- + A report or disclosure will require a member of the senior leadership team to notify the Chair of the Board of Trustees as soon as possible, who will be regularly updated across the process.

CONFIDENTIALITY

Unique Community Charity will maintain the confidentiality of the reporting party, to the extent possible, consistent with the need to conduct an investigation.

Unique Community Charity will not disclose the identity of the reporting party, unless required by law or the reporting party gives their consent.

PROTECTION FROM RETALIATION

Unique Community Charity will not tolerate retaliation against anyone who makes a protected disclosure in good faith.

Employees, contractors, or other stakeholders who believe that they have been subjected to retaliation for making a protected disclosure should report the matter immediately to a Designated Person.

PROCEDURE FOR INVESTIGATION

- + Should it prove necessary to undertake an investigation, the Chief Executive or other Designated Person if the Chief Executive is the subject of the investigation, will appoint an Investigating Officer.
- + The Investigating Officer will decide on an appropriate investigation process and will communicate this process to relevant involved parties and stakeholders.
- + Should the complainant not be satisfied with the conduct or progress of the Investigating Officer, they have the right to raise this with a Designated Person.

OUTCOMES



- + Upon the completion of an investigation, the Investigating Officer will present their findings to either the Senior Management team, the Board of Trustees, or a suitable combination therein.
- + If there is evidence of criminal activity, **Unique Community Charity** will inform the police. Once a decision is made, the necessary actions will be taken as quickly as practical, and all involved parties will be informed of the outcomes of the investigation.
- + Should the investigation outcome and actions not meet the expectations of the complainant then this matter can be escalated to a relevant external body.
- + This policy will be reviewed periodically to ensure that it remains compliant with UK law and the changing needs of **Unique Community Charity**.

We are also committed to reviewing our good practice annually.

These guidelines were approved by: Nataliya Kharina & Erina Davidenko February 2024

APPENDIX 1 // CODE OF CONDUCT

BE AWARE

Keep the Social GRACES in mind in your work and be aware of your own privileges and power. Be mindful that differences may be hidden and invisible; be open and curious and try not to make assumptions. Consider how your words and actions might affect those different to you. Speak up about how your own experience might impact your ability to fully understand others' experience and views.

BE ACTIVE & ACCOUNTABLE

Actively demonstrate your commitment to equality and your own accountability. This is particularly important when modelling behaviour we expect from young people. ALL Staff &



CYP will receive lanyards with cards that explain the staff member to go to when the session is not; CALM, SAFE, PREPARED or FUN. Make sure CYP know they have permission and are encouraged to let staff members know when they are struggling.

TAKE COMPLAINTS SERIOUSLY

If someone raises an issue with you, stay calm: take it seriously, listen carefully and write down what they say HERE. Do not feel you need to have all the answers – it is ok to say you need time to consult or think through the issue. Seek support from core staff and keep them informed about your next steps.

BE OPEN ABOUT YOUR MISTAKES

Mistakes may happen and we will support staff to learn from them: our failures will make us stronger if we are able.

BE RESPONSIBLE FOR YOUR OWN LEARNING

Be active in your research and learning about things you don't understand. We will support staff through training, discussion or access to research materials and time.

SPEAKING UP

Speaking up in a Unique Community room takes the following forms:

- **SAFE** / DO YOU FEEL LIKE YOU CAN ACCESS THE SESSION WITHOUT RISK OF PHYSICAL OR EMOTIONAL HARM?
- **CALM** / ARE YOU INCLUDED IN THE WORK WITHOUT PHYSICAL OR EMOTIONAL DISTRESS?
- **PREPARED** / DO YOU FEEL LIKE YOU ARE READY TO TAKE ON THE ACTIVITY BEING DELIVERED?
- **FUN** / ARE ENJOYING IT?

If you have answered NO to any of the above you can;

- Speak up during the session
- Locate the Artistic Director, Wellbeing Officer or Lead Facilitator during the session
- Speak privately to a staff member you trust during or after the session
- Leave an anonymous note in the comment box

Be active in giving permission to those around you to speak up, particularly when working with young people who may find this hard. Be active in speaking up about behaviour that may affect others: do not wait for people affected to speak up as this may exacerbate the



harm they have experienced. If someone speaks up about something you have said or done, listen and reflect on what they are saying, even if you think they may be wrong.

CONCERNS WITH SENIOR STAFF

If you are concerned about the actions of a senior member of staff, contact the Chair of Trustees on: erinaclubok@gmail.com