



CHILDREN'S CANCER RESEARCH FUND

**Friends of Rosie Children's Cancer Research Fund
Whistleblowing Policy**

AUGUST 2020

Charity Registration Number: 1046278
<https://www.friendsofrosie.co.uk/>

Policy

It is important that any fraud, misconduct or wrongdoing by anyone working on behalf of Friends of Rosie is reported and properly dealt with. We therefore require all individuals to raise any concerns that they may have about the conduct of others in the charity or the way in which the charity is run. This policy sets out the way in which individuals may raise concerns that they may have and how those concerns will be dealt with.

What is Whistleblowing?

Whistleblowing is the confidential disclosure by any individual of any concern encountered in the running of the charity relating to a perceived wrongdoing. Such wrongdoings include:

- General malpractice such as immoral, illegal or unethical conduct.
- An act creating risk to health and safety.
- An act causing damage to the environment.
- A breach of any other legal obligation.
- Concealment of any of the above.

Reporting Responsibilities

If you have a reasonable belief that any of the above is being, has been, or is likely to be committed you should report it. It is not necessary for you to have proof – a reasonable belief is sufficient. You have no responsibility for investigating the matter. It is the charity's responsibility to ensure an investigation takes place.

Procedure

Any concerns should be raised with the Chair of the Board of Trustees who will arrange for an investigation of the matter in a thorough, prompt and confidential manner.

You can report any Whistleblowing issue using the confidential email address:

Whistleblowing@friendsofrosie.co.uk

If your report involves the Chair of the Board of Trustees, you can make your report for the attention of Trustee Jill Hulme using the email address above.

The Trustees will take any necessary action including reporting the matter to any appropriate government department or regulatory agency.

On conclusion of any investigation you will be told of any investigation, the outcome and what the charity has done or proposes to do about it. If no action is taken, the reason for this will be explained.

If you reasonably believe that appropriate action has not been taken you should report the matter to the relevant body. This includes:

- HM Revenue and Customs
- The Environment Agency
- The Serious Fraud Office
- The Charity Commission

- The Information Commissioner
- The Financial Conduct Authority.

Data Protection

When an individual reports a concern we will process any personal data in accordance with the charity's data protection policy. Data collected from the point at which the individual makes the report is held securely and accessed by, and disclosed to, individuals only for the purposes of dealing with the disclosure.