**Introduction**

Moorland Road Community Library (the Organisation) aims to meet all of its legal obligations and maintain the highest standards of integrity, honesty and professionalism.

We know that occasionally this might not happen. If this is the case we want to make it as easy as possible for people to raise any concerns or suspicions they have about the charity, our staff, trustees or other volunteers.

This policy explains what volunteers should do if they have any concerns they would like to raise. It also gives a general outline of the law in this area. It is for guidance purposes only and should not be regarded as a full explanation of the law.

**Taking action**

Under the Public Interest Disclosure Act 1998 (PIDA), you have the legal right to share any concerns about the Organisation without fear of victimisation or being harmed. In the unlikely event this happens we will make sure you are not victimized or affected by your whistle blowing. You must reasonably believe that the event has happened, is happening, or is likely to happen in the near future. The concerns covered by PIDA relate to one or more of the events in the list below:

* a criminal offence like fraudulent and corrupt behaviour, including theft, fraud or malpractice
* a miscarriage of justice
* an act creating risk to health and safety
* an act causing damage to the environment
* a breach of any other legal obligation
* trying to cover up of any of the above

If you believe that one of the above events has happened, is happening or is likely to happen in the near future, you should raise the issue with your Volunteer Coordinator. If this is inappropriate, you may also raise your concerns directly with a Trustee.

We will let you know who will investigate your concerns and advise you how long the investigation will take. You may be asked to put your concerns in writing, provide as much information and evidence as possible, and attend further meetings as part of the investigation. You can be accompanied to any meeting you attend in connection with the investigation.

We will do our best to maintain confidentiality where possible, but this cannot be guaranteed. Depending on the nature of the complaint, the police or a regulator for example, may need to be involved. Although you may raise your concerns anonymously, it may not be possible to investigate or take further action if you do so.

If you feel that the person with whom you first raised your concern has failed to deal with the issue in the right manner, you should set out your concerns in writing and give them to the Chair of the Trustees.

Except in exceptional circumstances, you should not share your concerns outside the charity unless you have first provided us with the chance to deal with the problem. This includes talking to anyone from the media

If you feel that you are unable to raise your concerns within the charity, you may consider raising them with an appropriate authority, for example:

* HM Revenue & Customs
* the Financial Services Authority
* the Office of Fair Trading
* the Charity Commission
* the Health and Safety Executive
* the Environment Agency

However, we hope and expect that most concerns raised are solved internally to everyone’s satisfaction.

People will not be protected by this policy if they tell us something that they know is not true. If this happens they may be subject to legal action.

**This policy has been approved by the Trustees of Moorland Road Community Library.**

**Date: 1 September 2021 Review Date: 1 September 2024**