

Islington Centre for Refugees and Migrants

Whistleblowing policy

Purpose of the policy

The aim of the policy is to enable Islington Centre Personnel to raise any concerns immediately, confidentially and with the assurance they will be dealt with promptly, properly and with protection from reprisals. This applies to trustees, staff, volunteers, internships, trainers, consultants, freelancers (including session leads) and to anyone else who is employed or engaged directly or indirectly by Islington Centre.

Concerns about any of the following are covered by this policy:

- A criminal offence (fraud, theft etc)
- Mistreatment including sexual or physical abuse, or discrimination
- Abuse of position for personal gain
- Miscarriage of justice
- Endangering of individual's health and safety
- Damage to the environment
- Misuse of Centre property
- Deliberate concealment of information relating to any of the above
- Any other form of improper action or conduct
- Sexual Harassment:

Sexual harassment can be a one-off incident or an ongoing pattern of behaviour.

It can happen in person. It can also happen online, for example in meetings, email, social media or messaging tools.

Examples include (but not limited to) the following:

- making sexual remarks about someone's body, clothing or appearance
- asking questions about someone's sex life
- telling sexually offensive jokes
- making sexual comments or jokes about someone's sexual orientation or gender reassignment
- displaying or sharing pornographic or sexual images, or other sexual content
- touching someone against their will
- sexual assault or rape

Promoting the culture of raising issues

The policy will be promoted in staff contracts and job descriptions, volunteer agreements and session lead agreements.

Procedure for making a disclosure

In the first instance, personnel are encouraged to raise a concern with a member of staff. If this is not appropriate or possible, they should raise their concern with the Chief Executive or Chair of Trustees.

Disclosures should be made as soon as possible after the event verbally or in writing. The person making the disclosure may ask for a meeting and may be accompanied by someone of their choice.

The whistleblower can ask for their concerns to be treated in confidence and such wishes will be respected.

How the Islington Centre will respond

The person to whom the disclosure is made will discuss with the person senior to them, or in the case of the Chair of Trustees with a fellow Trustee. They will respond in writing describing the action taken in line with the Complaints or Grievance procedures.

Untrue allegations

If someone makes an allegation in good faith, there will be no recrimination against them if it's found to be untrue. If however, allegations were made as a joke or maliciously, it will be treated as a disciplinary matter.

Policy approval:

This safeguarding policy adopted on:	January 2025
Date of next review:	January 2026