



Whistleblowing policy

Next Review September 2026

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All members of staff and the wider farm community should be able to raise concerns about poor or unsafe practice and feel confident any concern will be taken seriously by management. We have whistleblowing procedures in place, and these are available below.

- Report any concerns to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) this can be done verbally, via email or in writing. A record of your concerns will need to be logged.
- However, for any member of staff who feels unable to raise concerns internally, or where they feel their concerns have not been addressed, they may contact:

[NSPCC whistleblowing helpline](#) on: 0800 028 0285

(line is available from 8:00 AM to 8:00 PM, Monday to Friday) or by email at: help@nspcc.org.uk.

HCPC - ftp@hcpc-uk.org +44 (0)300 500 6184

Companies House - enquiries@companieshouse.gov.uk 0303 123 4500

Staff and volunteers are encouraged to express concerns or grievances about the organisation without fear of victimisation, discrimination, or reprisals in any form. If any member of staff or volunteer raises concerns about a serious problem in the organisation, then they are protected by the Public Interest Disclosure Act 1998 which came into force in July 1999. This Act applies where a worker has a reasonable belief that their disclosure demonstrates one or more of the following offences or breaches:

- A criminal offence
- Breach of a legal obligation
- Miscarriage of justice
- A danger to the environment
- Deliberate covering up of information tending to show any of the above
- Financial frauds and malpractice
- Other types of corruption
- Abuse or neglect of vulnerable people/customers
- Poor standards of service
- Damaging personal conflicts at senior level
- Bullying, harassment or victimisation in the workplace
- Danger to health or safety of an individual

We support measures that protect whistle-blowers from any form of victimisation. We have a procedure to ensure concerns are dealt with effectively and efficiently and to preserve, as far as

possible, the confidentiality of the person who has raised the concern. As part of that commitment, we encourage anyone with serious concerns about any aspect of the work to come forward and express their concerns. In many cases, concerns or complaints will be dealt with. The following procedures are in place to make provision for anyone within Dedham Therapy Farm CIC to disclose information of suspected malpractice (as cited above in Purpose) on a confidential basis and to be protected against victimisation, reprisals or dismissal. Concerns should be reported at an early stage before problems have a chance to become serious. We will support concerned employees, suppliers, volunteers, Farm Assistants or any other person and protect them from reprisals or victimisation. Confidentiality will be respected.

Any member of staff, whether an employee, or volunteer, found trying to discourage concerned employees, suppliers, volunteers or Farm Assistants from coming forward to express a concern will be subject to disciplinary action. In the same way, an employee or other member of staff criticising or victimising an employee, volunteer, supplier or Farm Assistant as a result of a concern being expressed will also face disciplinary action.

Who to Contact, anyone wishing to raise a concern should do so, in confidence, to.

Megan Dack – megan.dack@dedhamtherapyfarm.org.uk

Amy Boyce – amy.boyce@dedhamtherapyfarm.org.uk

Sara Marshall – sara.marshall@dedhamtherapyfarm.org.uk

Thomas Clapson – tom.clapson@dedhamtherapyfarm.org.uk

If concerns relate to one Director then another Director will be able to follow the relevant procedure to deal with the matter appropriately. If the concern relates to all Directors, then in that instance the person with the concern should contact an outside governing body.

If policy and procedures within the organisation are working properly there should be no need for contact to be made with an external agency to express concerns. However, if these internal procedures have been exhausted, then the concerns may be reported as follows:

- If the problem involves a member of staff of the organisation - contact a Director.
- In the case of criminal offence – contact the police and notify a Director.
- In the case of abuse of children and vulnerable people – notify the Designated Safeguarding Lead and or Deputy Designated Safeguarding Lead who will notify the LADO, local authority social services and a Director.
- In the case of abuse of public funds – contact Companies House and notify a Director.
- In the case of any fraud – contact the independent examiner and notify a Director.
- To make a referral or for advice if concerned and unsure what to do – contact the Safeguarding Hub 0345 6061499. Or Essex - The Children and Families Hub. This can be accessed by calling 0345 603 7627 and asking for the 'Consultation Line'.

Dealing with Concerns

All concerns will be investigated carefully and thoroughly. Every effort will be made not to reveal the whistle-blower's identity. If appropriate, results of investigations and any action that is proposed will be passed on to the person expressing the initial concern. However, confidentiality needs to be maintained at all times. If it is found that malicious, allegations have been made this will be dealt with under the disciplinary procedure.

Report concern to relevant member of the team as above verbally or in writing. Conversation will be documented



Concern will be investigated using support available where necessary for external bodies.



Relevant procedure followed depending on concern raised e.g. safeguarding, disciplinary procedure



Whistle blowing policy reviewed to ensure smooth running of procedure.