

UDOIT! Whistleblowing Procedure 2025

1. Purpose of the Policy

UDOIT! Dance Foundation is committed to the highest standards of safeguarding, conduct, integrity, and accountability. We encourage a culture where staff, freelancers, volunteers, partners, and participants feel able to raise concerns about wrongdoing without fear of victimisation.

This policy explains:

- what types of concerns should be raised under whistleblowing,
- how to raise them,
- how UDOIT! will respond,
- the protections available to anyone who speaks up in good faith.

Whistleblowing is different from personal grievances or complaints. It covers concerns that are in the public interest and may affect children, adults at risk, staff, the organisation, or the wider community.

2. What Counts as Whistleblowing?

You should use this policy if you believe that within UDOIT! or its delivery settings, any of the following may be happening, has happened, or is likely to happen:

- **Safeguarding failures** or risks to children or adults at risk
- **Criminal activity**
- **Bullying, harassment, or abuse** by staff, volunteers, or partners
- **Neglect of duty**, serious misconduct, or unsafe practice
- **Financial mismanagement**, fraud, or misuse of charitable funds
- **Breaches of legal obligations**
- **Covering up wrongdoing**
- **Serious health and safety risks**
- **Discriminatory behaviour** or violations of equality duties

If you are unsure whether your concern is a whistleblowing matter, you can still raise it — UDOIT! will ensure it is directed to the correct process.

3. Our Commitment to You

UDOIT! will:

- take all concerns seriously,
- listen without judgement,
- act promptly and proportionately,
- protect your confidentiality wherever possible,
- ensure you are not victimised or disadvantaged for raising concerns in good faith,

- support you throughout the process,
- escalate concerns to statutory agencies when required.

Raising a concern will never affect your employment, freelance engagement, volunteering role, or participation.

4. How to Raise a Concern

You can raise a concern verbally or in writing. You do not need evidence — a reasonable belief that something is wrong is enough.

Step 1: Raise your concern internally

You may contact:

Welfare Officer

(For concerns relating to behaviour towards children or adults at risk)

Equality & Safeguarding Manager

Email: Safety@udoitdance.co.uk

Address: UDOIT! Dance Foundation, 25D Lombard Rd, Wimbledon, London, SW19 3TZ

Please mark correspondence: **Private and Confidential – Addressee Only**

If you prefer to speak by phone, email with your number and a suitable time to call.

Step 2: If the concern involves senior staff or is not resolved

You may escalate directly to the **CEO** or **Chair of Trustees**.

Step 3: External reporting (if needed)

If you believe your concern has not been handled appropriately, or if the matter is extremely serious, you may contact:

- Local Authority Children's Social Care
- Adult Safeguarding Team
- Police
- NSPCC Whistleblowing Advice Line
- Charity Commission (for serious governance concerns)

You have the legal right to report externally without using internal procedures first.

5. Confidentiality and Information Sharing

UDOIT! will treat all information sensitively and confidentially.

Information will only be shared with individuals who need to know in order to manage the concern or protect children/adults at risk.

In some cases, UDOIT! may need to inform statutory agencies. We will always explain this to you unless doing so would increase risk.

6. Protection Under the Law

Under the Public Interest Disclosure Act 1998, individuals who raise concerns in good faith are legally protected from:

- dismissal,
- disciplinary action,
- loss of work or opportunities,
- threats or retaliation,
- discrimination or victimisation.

UDOIT! will take action against anyone who mistreats or retaliates against a whistleblower.

7. Malicious or False Allegations

Concerns raised in good faith — even if they turn out to be mistaken — will never result in negative consequences.

However, deliberately false or malicious allegations may be addressed through disciplinary procedures.

8. Record Keeping

UDOIT! will maintain secure records of whistleblowing concerns, actions taken, and outcomes.

Records will be stored in line with UK GDPR and our Data Protection Policy.

9. Review of Policy

This policy will be reviewed annually or sooner if legislation or statutory guidance changes.