

# **Diapason Ltd T/A Young Music Makers (YMM) Whistleblowing Policy**

**Chair of Trustees: Martina Wicklein  
Administrative Director: Rebecca McChrystal  
Registered charity No. 264274**

***Last update: Feb 9th 2019***

***Date of review: Annually 12 months after approval date***

## YMM Whistleblowing Procedure

### What

YMM Staff and Self-employed Tutors should report:

- a criminal offence, eg fraud
- if someone's health and safety is in danger (see *YMM Safeguarding Policy 2018* for more details if this is a child protection concern)
- risk or actual damage to the environment
- a miscarriage of justice
- the company is breaking the law
- you believe someone is covering up wrongdoing

### Who

#### **Report a concern about a staff member or YMM trustee**

Report any concerns immediately to AD Becky McChrystal (or MD Daisy Coole if Becky is absent) and follow up via email within 48 hours copying in Chair of Trustees, Martina Wicklein.

#### **Report a concern about Admin Director, Becky McChrystal**

You should report in person, or on the phone, to Chair of Trustees, Martina Wicklein, followed up via email within 48 hours.

#### **Report a concern about Chair of Trustees, Martina Wicklein**

Report any concerns immediately to AD Becky McChrystal (or MD Daisy Coole if Becky is absent) and follow up via email within 48 hours, copying in Vice Chair of Trustees, Deborah Shewell.

### Next steps

You will receive an email within 5 working days to update you on your concern and how it is being dealt with. You may be asked to:

1. Attend a meeting with one, or all of trustees
2. Be a witness in any ongoing lawsuit

You are within your rights to follow up and can contact the following organisations for more advice if you don't feel your report has been taken seriously. :

The Charity Commission:

<https://www.gov.uk/government/organisations/charity-commission>

Citizen's Advice: <https://www.citizensadvice.org.uk>

**As an organisation we want to create a safe working environment for everybody. Bringing matters of concern to our attention is important and will have no bearing on your working relationship.**