

Young Music Makers London Ltd (YMM) Whistleblowing Procedure

Last updated: April 2020 - Draft for approval by Trustees: April 2021 - Date approved: 07/05/2021 - Date of review: Annually 12 months after last approval

What to report:

If a member of YMM staff (by this we mean both employed staff and self-employed contractors, i.e. tutors) becomes aware of or suspects any of the following, they should make a report.

- A criminal offence, for example fraud.
- Someone's health and safety is in danger. (See *YMM Safeguarding Policy 2021* for more details if this is a child protection concern).
- There is risk or actual damage to the environment.
- A miscarriage of justice is taking place or has taken place.
- The company is breaking the law.
- Someone is covering up wrongdoing.

Who to report to if you have a concern about a staff member or YMM trustee:

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

- Becky McChrystal - 07958 445246
schooldirector@youngmusicmakers.co.uk
- Daisy Coole - 07967 785469 music@youngmusicmakers.co.uk
- Alison Chandler - 07973822337
alison.chandler@youngmusicmakers.co.uk

If you have a concern about School Director, Becky McChrystal:

Make your report in person, or on the phone, to Chair of Trustees, Alison Chandler, and follow up via email within 48 hours.

If you have a concern about Chair of Trustees, Alison Chandler:

Report any concerns immediately to Becky McChrystal (or Daisy Coole if Becky is absent) and follow up via email within 48 hours, copying in Vice Chairs of Trustees, Cecile Laborde and Severine Philardeau.

cecile.laborde@youngmusicmakers.co.uk
severine.philardeau@youngmusicmakers.co.uk

Next steps

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

Young Music Makers London Ltd (YMM) - Chair of Trustees: Alison Chandler -
School Director: Rebecca McChrystal - Registered charity No. 264274

1. attend a meeting with one, or all, of the trustees
2. be a witness in any ongoing lawsuit

If you feel your report has not been taken seriously:

- You have the right to follow up and can contact these organisations:
The Charity Commission:
<https://www.gov.uk/government/organisations/charity-commission>
- Citizens 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 our working relationship.