

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

**Chair of Trustees: Alison Chandler
Administrative Director: Rebecca McChrystal
Registered charity No. 264274**

Last updated: 27/04/2019

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Date approved:

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 2019* 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 Becky McChrystal (or Daisy Coole if Becky is absent) and follow up via email within 48 hours copying in Chair of Trustees, Alison Chandler.

Report a concern about School Director, Becky McChrystal

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

Report a concern about Chair of Trustees, Alison Chandler

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 Chairs of Trustees, Cecile Laborde and Severine Philardeau.

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.