

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

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

Last update: 04/10/2018

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Date approved: 07/11/18

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 called upon 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>

YMM self-employed tutors must give half a term's notice to leave, and, with the exception of unprofessional conduct, YMM must give half a term's notice to them to terminate employment. These terms will not be affected by any whistleblowing reports.

YMM Grievance Procedures

Separate to any criminal offence, our grievance procedure is set out below specifically for self-employed tutors. Procedures for employed staff will be set out in their contracts.

Statement of grievance

- The tutor must email their written grievance to the Chair of Trustees, Martina Wicklein. If the grievance is about Martina Wicklein, please email Vice Chair of Trustees, Deborah Shewell.

Meeting

- The tutor must be invited to attend a meeting to discuss the grievance.
- The tutor may bring union representation with them.
- The teacher must be informed of any decisions made in writing within 1 week.

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

The Charity Commission:

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