

Blewbury Brass Band: Whistleblowing Policy

This Whistleblowing Policy was first adopted by Blewbury Brass Band's committee on 12 October 2024. It closely follows the Brass Bands England ("BBE") sample policy found in its BandSafe resources pack and which was drafted in partnership with the NSPCC and funded by the Arts Council.

Aims and purpose

The aim of this procedure is to provide a clear and transparent way for all members of Blewbury and District Brass Band ("BBB") to raise genuine concerns about acts of wrongdoing or malpractice within the organisation. It also aims to ensure that any concerns are dealt with effectively and in a timely fashion. This procedure provides BBB's committee with steps to deal with allegations, ensuring that members and volunteers are not penalised for raising genuine concerns, even if those concerns prove to be unfounded. The procedure does not apply to child protection concerns, adult safeguarding concerns, or allegations about risks posed by a member of staff or volunteer. Concerns or allegations of this nature should be dealt with by following BBB's Safeguarding Policy and Procedures.

What to do if you wish to raise a concern

Speak to a committee member. The committee member you have approached should arrange to meet with you as soon as possible to discuss your concern. This meeting can take place away from the band hut if necessary. You will be told at the meeting, or as soon as possible afterwards, what action will be taken to address your concern. It may not be possible to tell you the full details of the outcome, as this could relate to confidential third party information. If no action is to be taken in relation to your concern, you will also be informed of this fact and given the reasons why.

If you do not want the person you have concerns about to know your identity, you should make this clear to the committee member dealing with your concern at the earliest opportunity. Every effort will be made to respect your wishes, but it cannot be guaranteed that your identity will not be disclosed. If this is the case, you will be informed and any issues you may have about this will be discussed with you.

If you need support in raising your concern, you may bring another member or volunteer with you, however consideration should be taken to respect the confidentiality of the concern.

What to do if someone raises a concern with you

If someone tells you they are concerned about the actions of another member or volunteer, you should arrange to meet them as soon as possible. If you are not a committee member, you should establish why they have chosen to discuss the concern with you. You should then suggest that the person speaks to a committee member and offer to support them to do this. You should not, however, refuse to hear what the person has to say. You should approach the situation sensitively, recognising the discomfort that the person may feel. Offer to meet them away from the band hut if they wish but ensure you are protected and not alone if this person is

under 18. If the person reporting the concern wants their identity to be kept confidential, you should explain that this will be done if possible, but that it may not be achievable. Make notes of your discussions with the individual and check the accuracy of your notes with them.

Committee response

Once the committee has established the nature of the concern, it may be of a relatively minor nature and may be resolved informally. If the concern appears more serious, the committee must consider first whether any immediate action is needed to protect children or adults at risk. If so, the BBB Safeguarding Procedures will be followed. Otherwise, the committee will consider whether there is a need to involve the police and/or other statutory services.

Conducting an investigation

Unless the matter is relatively minor and can be dealt with informally, the committee will arrange for an investigation to be completed as swiftly as possible. The investigation should also be demonstrably thorough and impartial. The scope of the investigation will be determined by the nature of the concern. It is possible that advice may be needed from someone with specialist knowledge in the area of concern.

Once the investigation is completed, a report should be produced, summarising the nature of the concern, the investigation process and the outcome, including specific recommendations.

Information and support

Dealing with an issue such as this may require external support. This could be gained through Brass Bands England or Citizens Advice. If it has a safeguarding element it should be managed via BBB's Safeguarding Procedure.

Annual Review

We are committed to reviewing our policy and good practice regularly.

This policy was adopted on 12 October 2024 and last reviewed on 14 September 2026.