Whistleblowing Policy

United African Association

Registered Charity CIO 1192725
Unit F5B Barratt House Kingsthorpe Road Northampton NN2 6EZ
www.uaassociation.org

Policy owner	Board of Trustees
Version	1.0
Approval status	Approved by the Chair
Approval date	October 2026
Next review	October 2027
Applies to	Trustees staff volunteers contractors and relevant partners

Purpose

This policy enables workers and volunteers to raise serious wrongdoing in the public interest without fear of retaliation.

Scope

This policy applies wherever UAA works, including Barratt House, Leicester Street Community Centre, partner venues, the foodbank and food larder, community meals, welcoming spaces, youth activities, football, swimming, wellbeing sessions, allotment work, trips, outreach, home or hospital visits, online sessions, social media and transport arranged by UAA.

Legal and good practice framework

- Employment Rights Act 1996
- Public Interest Disclosure Act 1998
- Charity Commission whistleblowing guidance

Responsibilities

Role	Responsibility
Board of Trustees	Approves the policy, receives assurance, provides resources and remains accountable.
Chief Executive or delegated manager	Implements the policy, allocates competent leads and escalates significant matters.
Policy lead	Maintains procedures, records, training and contact details and reports themes to trustees.
Staff volunteers and contractors	Follow the policy, attend required training and report concerns promptly.

Concerns covered

- Criminal offences, fraud, bribery or misuse of charitable funds
- Danger to health and safety
- Safeguarding failures or abuse
- Breach of legal or regulatory duty
- Environmental damage
- Deliberate concealment of wrongdoing

Raising a concern

1. Raise the concern with the Chief Executive or designated trustee and state that it is a whistleblowing concern.
2. If that person is implicated, contact the Chair or another trustee.
3. Give available facts, dates, people and documents. Proof is not required, but the concern must be honestly held.
4. UAA acknowledges the concern, assesses immediate risk and explains the next steps as far as confidentiality permits.

Protection and confidentiality

UAA prohibits dismissal, disadvantage, threats or victimisation because a person raised a concern in good faith or made a protected disclosure. Identity is kept confidential where possible, but cannot be guaranteed if fair investigation or law requires disclosure.

Investigation and feedback

An impartial person reviews the concern. UAA may refer to police, social care, DBS, HSE, ICO, funder or Charity Commission. The whistleblower receives appropriate feedback, although personal disciplinary or safeguarding details may remain confidential.

External disclosure

A worker may obtain independent advice from Protect or a trade union and may make a protected disclosure to a prescribed body when legal conditions are met. Immediate danger should be reported to emergency services.

Records and confidentiality

UAA will keep proportionate, accurate and secure records. Access is limited to people who need the information for their role. Records are retained and disposed of in line with the Data Protection and GDPR Policy and any legal, insurance or funding requirement.

Training and communication

The policy lead will include this policy in induction and arrange refresher or role-specific training where the level of risk requires it. Current procedures and reporting routes will be accessible to staff and volunteers.

Monitoring and review

The policy lead will monitor incidents, complaints, near misses, audit findings and feedback. The Board will review this policy at least annually and sooner after a serious incident, material legal or operational change, significant complaint or identified control failure.

Related UAA policies

- Complaints Policy
- Financial Controls Policy
- Child Safeguarding Policy
- Adult Safeguarding Policy
- Incident and Serious Incident Reporting Policy

Approval

Approved by the Chair



Raymond
Chair of UAA
Approval date: October 2026
Next review date: October 2027