

Ferring Retirement Club

Reporting a Concern Policy

1. Introduction

Ferring Retirement Club (the '**Charity**') is a registered charity whose objects are: *"the relief of the elderly in any manner now or hereafter deemed charitable within Ferring and the surrounding area"*.

The Charity and its property are administered and managed by appointed Trustees (the "Trustees"). The Trustees are mindful that they have a legal obligation to act in the best interests of the Charity and to ensure that the Charity's affairs are not affected by private interest or by any competing duties of loyalty owed to others.

The aim of this policy is to ensure that, where a concern is reported, it is dealt with appropriately.

It is the personal responsibility of every Trustee to ensure that they have read and understood the policy and that they act in accordance with it.

2. Policy principles

It is important that any fraud, misconduct or wrongdoing by any Trustee, volunteer, helper or others involved with the Charity is reported and properly dealt with.

A legitimate concern might involve a reasonable belief that:

- a criminal offence
- an act creating risk to health and safety
- a breach of any other legal obligation
- or concealment of any of the above

is being, has been, or is likely to be, committed and it is the Charity's responsibility to ensure that an investigation takes place in accordance with this policy.

Any concern reported under this policy will be investigated thoroughly and promptly and acted upon appropriately.

If misconduct is discovered as a result of any investigation under this policy, the Charity will take suitable and fitting internal action, in addition to any appropriate external measures.

The Charity recognises that a person reporting a concern may wish to do so in confidence or anonymously.

No Trustee, volunteer, helper or other person involved with the Charity will be victimised for reporting a concern.

3. Procedure

Stage 1: In the first instance, any concerns should be raised with the Chairman, who will arrange an investigation of the matter. Any investigation will be carried out in accordance with the principles set out above.

The Chairman will take any necessary action, including reporting the matter to the Trustees, any appropriate government department or regulatory agency or the police.

On conclusion of any investigation, the person who reported the concern will be told the outcome and what the Charity has done, or proposes to do, about it. If no action is to be taken, the reason for this will be explained.

Stage 2: If there is a concern that the Chairman:

- is involved in the wrongdoing
- has failed to make a proper investigation
- or has failed to report the outcome of the investigations to the relevant person.

The Secretary will arrange for a review of the investigation to be carried out, make any necessary enquiries and make their own report to the Trustees.

Stage 3: If on conclusion of stages 1 and/or 2 the person reporting the concern reasonably believes that the appropriate action has not been taken, they should report the matter to the relevant body. This includes:

- The Police
- The Charity Commission
- HM Revenue & Customs
- The Health and Safety Executive
- The Environment Agency
- The Serious Fraud Office
- The Information Commissioner
- The Financial Conduct Authority

4. Data protection

Any personal information provided will be processed in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation and any subsequent UK legislation or regulations covering data protection.

5. Review

This policy shall be circulated to all Trustees for information and review annually.

Approved by the Trustees on 9 May 2023