

ATWELL WILSON MOTOR MUSEUM
Whistleblowing Policy

Document Control

Version	Date	Author	Approved by	Review Date
1.0	19/05/26	Compliance Director	Board of Trustees	Annual

Policy Owner: Compliance Director

Applies to: Trustees, volunteers, staff (where applicable), and contractors

1. Purpose

Atwell Wilson Motor Museum is committed to operating with honesty, integrity, and transparency.

The purpose of this policy is to:

Encourage individuals to raise concerns about wrongdoing

Provide clear procedures for reporting concerns

Ensure concerns are taken seriously and investigated appropriately

Protect individuals who raise concerns in good faith

Support compliance with Charity Commission guidance and good governance practice

The Museum recognises that a strong speak-up culture is essential to safeguarding its people, assets, collections, and reputation.

2. Our Principles

We aim to:

Maintain the highest standards of governance and ethical conduct

Provide a safe, respectful, and inclusive environment

Ensure all concerns are treated seriously and fairly

Protect individuals who raise concerns from retaliation

We recognise that, even in well-run organisations, things can go wrong. Speaking up helps us improve and protect the Museum.

3. What is Whistleblowing

Whistleblowing is the reporting of concerns about wrongdoing that is in the public interest.

This may include (but is not limited to):

Criminal offences or breaches of the law

Misuse of charitable funds or assets

Fraud, theft, or financial mismanagement

Serious health and safety risks

Safeguarding concerns (including harm to children or vulnerable individuals)

Abuse, bullying, harassment, or intimidation

Abuse of authority or position

Breach of policies or governance standards

Deliberate concealment of any of the above

Concerns may relate to past, present, or potential future events.

4. What is Not Whistleblowing

If your concern relates to:

Your personal employment situation → use the Grievance Policy

A general complaint → use the Complaints Policy

This policy is intended for concerns that affect others or the organisation as a whole.

5. Who Can Raise a Concern

This policy applies to anyone connected with the Museum, including:

Trustees

Volunteers

Staff (where applicable)

Contractors and third parties

6. How to Raise a Concern

6.1 Internal Reporting

You should normally raise concerns with:

Your line manager or supervisor (where appropriate), or

The Compliance Director (Whistleblowing Lead)

Whistleblowing Lead Contact Details

Name: Compliance Director - Diana Covey

Email: dianamcovey@atwellwilson.org.uk

Telephone: 07909924342

6.2 Independent Reporting Route (Recommended Option)

If you feel unable to raise concerns internally (for example, if the concern involves senior individuals), you may contact:

Chair of Trustees

Or another independent Trustee

This ensures concerns can be raised safely without conflict of interest.

6.3 External Reporting

You may also raise concerns externally where appropriate:

Charity Commission for England and Wales

Protect (independent advice service)

7. Information to Provide

When raising a concern, you should provide as much detail as possible, including:

What happened (or is likely to happen)

Relevant dates and locations

Names of individuals involved (if known)

Any supporting evidence or information

You are not expected to prove the allegation, only to raise a reasonable concern.

8. How Concerns Will Be Handled

The Museum will:

Acknowledge receipt of the concern (where possible)

Assess the nature and seriousness of the issue

Appoint an appropriate person to investigate

Take proportionate action based on findings

Report serious matters to the Board of Trustees

Escalate to regulators where required

All concerns will be handled:

Promptly

Fairly

Sensitively

In line with data protection requirements

9. Confidentiality

All concerns will be treated in confidence.

Your identity will not be disclosed without your consent unless:

Required by law

Necessary as part of an investigation or legal proceedings

10. Anonymous Concerns

Anonymous concerns will be considered but may be harder to investigate.

They will be assessed based on:

The seriousness of the issue

The credibility of the concern

The availability of supporting evidence

11. Protection for Whistleblowers

No individual will suffer disadvantage, discrimination, or retaliation for raising a concern in good faith.

This protection applies even if the concern is not ultimately substantiated.

Any retaliation against a whistleblower will be treated as a serious disciplinary matter.

12. False or Malicious Allegations

No action will be taken against individuals who raise concerns honestly and in good faith.

However, action may be taken if a concern is raised:

Knowingly falsely

Maliciously

For personal gain without public interest

13. Safeguarding

Where a concern relates to safeguarding, it will be:

Treated as a priority

Managed in line with the Museum’s Safeguarding Policy

Reported to relevant authorities where required

14. Governance and Oversight

The Board of Trustees has overall responsibility for this policy

The Compliance Director is responsible for implementation

Serious concerns will be reported to the Board

A log of whistleblowing concerns will be maintained (appropriately anonymised where necessary)

15. Policy Awareness

This policy will be:

Shared with all Trustees, volunteers, and staff

Included in induction and training

Made accessible via internal documents and (where appropriate) the website

16. Review

This policy will be reviewed annually or sooner if required.

Regulatory Guidance

Department for Business, Energy & Industrial Strategy – Whistleblowing Code of Practice

Charity Commission for England and Wales – Whistleblowing Guidance