



## SCOUTS UNITAIRES DE FRANCE IN LONDON

### Whistleblowing Policy and Procedure

#### What Is Whistleblowing?

Whistleblowing encourages and enables members, leaders, adults and volunteers to raise concerns **within** the Scouts Unitaires de France in London rather than overlooking a problem or ‘blowing the whistle’ outside.

The term whistleblower is used within this document in relation to the person raising the concern and or making the complaint. This terminology is not used in a disparaging way but remains consistent with recommendations by Gov.uk who state:

*“Whistleblowing is when a worker reports suspected wrongdoing at work. Officially this is called ‘making a disclosure in the public interest’”.*

*A worker can report things that aren’t right, are illegal or if anyone at work is neglecting their duties, including:*

- *someone’s health and safety is in danger*
- *damage to the environment*
- *a criminal offence*
- *the company isn’t obeying the law (like not having the right insurance)*
- *covering up wrongdoing*

Members, leaders, adults and volunteers are often the first to realise that there is something seriously wrong within the Association. However, they may not express their concerns as they feel that speaking up would be disloyal to their colleagues or to the Association.

#### Who Does The Policy Apply To?

The policy applies to all members, leaders, adult and volunteers.

#### What are the aims of this Policy

- Provide avenues for you to raise concerns in confidence and receive feedback on any action taken
- Ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied
- Reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made a disclosure in good faith



## SCOUTS UNITAIRES DE FRANCE IN LONDON

### Our Commitments

Scouts Unitaires de France in London is committed to the highest possible standards of openness, probity and accountability. In line with that commitment we expect that if any members, leaders, adults or volunteers have cause for concern about the activities of another member this procedure will allow for such issues to be raised in a confidential manner and for appropriate measures to be put in place whilst a satisfactory conclusion is determined.

It is recognised that some concerns may be of a sensitive nature and will be dealt as such. Each member who has a genuine concern can raise the matter in full confidence and be assured that the matter will be dealt with appropriately.

This document is to be used where concerns or complaints fall outside of any other existing policy, procedure or guideline which would be more appropriately applied.

### Examples of concern

The following examples are guidelines as to when whistleblowing procedures may be followed.

- Unacceptable behaviour towards another adult or child which could form emotional, sexual or verbal abuse, rough handling, oppressive or discriminatory behaviour or exploitive acts for material or sexual gain
- Any unlawful activities, whether criminal or breach of civil law
- Fraud, theft or corruption
- Concerns regarding possible breaches of health and safety regulations
- The unauthorised use of SUF in London funds
- Failure to adhere to policies and procedures laid down by the organisation

### Safeguards

The association recognises that the decision to report a concern can be a difficult one to make. If what you are saying is true, you should have nothing to fear because you will be doing your duty to the SUF in London and those for whom you provide a service.

The association will not tolerate any harassment or victimisation and will take appropriate action to protect you when you raise a concern in good faith.

### Confidentiality

All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. However, in some cases you may need to come forward as a witness.

This policy does encourage you to put your name to your concern whenever possible. Please note that you:

- must disclose the information in good faith
- must believe it to be substantially true
- must **not** act maliciously or make false allegations



## SCOUTS UNITAIRES DE FRANCE IN LONDON

### WHISLEBLOWING PROCEDURE

The whistleblower upon identifying an issue that concerns them should firstly raise the issue with the person involved (if appropriate) to allow them an opportunity to explain their actions or right the wrong.

The Association has a number of designated persons and so the whistleblower may approach any of the following appropriate persons depending on the seriousness or nature of the circumstances.

- Unit Leaders
- Group Chiefs
- Safeguarding Representatives

The whistleblower can raise the matter in person, by telephone or in writing marked confidential. All matters will be treated in the strictest confidence.

Once in receipt of information the designated person will do all that they can to establish the facts and decide if there are foundations to the concern and if the matter can be resolved internally or if third parties such as the police are required.

The conclusions of the raised concern will be identified to the whistleblower.

If the whistleblower still has concerns or feels that it has been dealt with inappropriately then can take it to the next level (parish safeguarding representative, diocesan safeguarding office or S.U.F. commissioner in France).



## SCOUTS UNITAIRES DE FRANCE IN LONDON

### WHITLEBLOWING PROCEDURE

*It is the policy of the Scouts Unitaires de France in London (S.U.F. in London) to safeguard the welfare of all Members by protecting them from neglect and from physical, sexual and emotional harm.*

**For all adults in the Scouts Unitaires de France in London (aged 18 and over).**

#### **What happens if...?**

If you suspect abuse, a young person confides in you, or a complaint is made about any adult or about yourself, it is your duty to report the concern to your supervisor who will forward the information to the Scouts Unitaires de France in London Group Chief or Safeguarding and Protection Officer.

#### **If a young person tells you about abuse by someone else:**

1. Allow the young person to speak without interruption, accepting what is said.
2. Offer immediate understanding and reassurance, while passing no judgement.
3. Advise that you will try to offer support but that you must pass the information on.
4. Immediately tell your supervisor/scout leader.
5. Write careful notes of what was said; use actual words wherever possible.
6. Sign, date and pass your notes to your Scouts Unitaires de France in London Group Chief or Safeguarding and Protection Officer.

***Note:** In an emergency (young person at imminent risk of significant harm) contact police or Local Authority Social Service department direct. Inform your Scouts Unitaires de France in London Group Chief or Safeguarding and Protection Officer of the action you have taken.*

#### **If you have a concern about a young person's safety and well being:**

1. Immediately tell your supervisor/scout leader.
2. Write careful notes of what you witnessed, heard or was told. Sign, date and pass your notes to your Group Chief :

Jean-Baptiste and Elodie Brian, 07775877907, [cg@groupe-suf-londres.org](mailto:cg@groupe-suf-londres.org)  
and the Safeguarding Representatives:

Béatrice de Beaufort, 07908118776, [b.de.beaufort@groupe-suf-londres.org](mailto:b.de.beaufort@groupe-suf-londres.org)

Céline Duckworth, 07572291776, [c.duckworth@groupe-suf-londres.org](mailto:c.duckworth@groupe-suf-londres.org)

#### **If you receive a complaint or allegation about any adult or about yourself:**

1. Immediately tell your supervisor/scout leader.
2. Write careful notes of what you witnessed, heard or was told.
3. Sign, date and pass your notes to your Scouts Unitaires de France in London Group Chief or Safeguarding and Protection Officer.
4. Try to ensure no-one is placed in a position which could cause further compromise.

***Note:** Any adult in the Scouts Unitaires de France in London has the right to report any concerns, or suspicions about another Member in confidence and free from harassment.*