

Whistleblowing Policy

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1. Introduction

National Youth Ballet (NYB) is committed to working in an ethical and responsible manner, providing a high standard and quality of service to all who come into contact with the organisation. However, we recognise that we may fall short of these aims from time to time. In these circumstances you may feel that you need to raise your concerns through this whistleblowing policy. This Policy applies to all who work and volunteer with National Youth Ballet.

2. Aims

NYB is committed to encouraging anyone who works or volunteers at NYB to raise their concerns so we can work together to build an organisational culture in which concerns are taken seriously and people are respected for speaking up. NYB will not tolerate bullying or harassment against those who speak up. This policy has been created to ensure that:

- there is an effective process to follow to raise serious concerns
- you receive feedback on any action undertaken by us as a result of you raising serious concerns
- you will be protected from reprisals or victimisation for having raised your concern in good faith
- you are effectively signposted to further options available to you if you are dissatisfied with our response, or if internal investigation is not appropriate
- NYB is able to take action against anyone contracted to NYB who makes allegations in bad faith and/or publicly discloses information when it is unreasonable for them to do so.

3. **Understanding Whistleblowing**

In order to promote a culture of openness and to ensure that anyone who works or volunteers at NYB understands their rights and responsibilities to whistleblowing, we will offer training to our team at least every two years, as the policy is reviewed and updated.

4. **Definitions**

“Whistleblowing” is a term used to refer to the disclosure of wrongdoing, malpractice, omissions and illegal acts at work. It can be referred to as “making a disclosure” or “blowing the whistle”. At NYB this may relate to how we raise funds, how we spend funds, a breach of our health and safety obligations or any other breach of the law..

Defining a ‘Qualifying Disclosure’

This term is given to a disclosure or report made by someone who genuinely and in good faith believes one of the incidents outlined below is happening, has happened or likely to happen in the future. A qualifying disclosure must be in the best interest of the public and relate to:

- a criminal offence (including fraudulent and corrupt behaviour, eg theft, fraud or malpractice)
- a miscarriage of justice
- Sexual harassment
- an act creating risk to health and safety

- an act causing damage to the environment
- a breach of any other legal obligation, or
- concealment of any of the above.

5. **Protections for Whistleblowers**

The Public Interest Disclosure Act 1998 (PIDA) grants statutory whistleblowing protections to employees and certain categories of worker, including some contractors, trainees and agency staff. However, the law does not currently extend these protections to self-employed individuals. As all those who work with NYB do so on a self-employed basis, no one engaged by NYB currently has statutory whistleblowing protection under PIDA.

NYB considers this an inadequate basis on which to build a speak-up culture, and we are committed to going beyond the legal minimum. We therefore make the following commitments to everyone who works or volunteers with us, regardless of the nature of their engagement:

- We will not terminate, reduce, or decline to renew any contract as a consequence of a disclosure made in good faith under this policy.
- We will not take any action that disadvantages a person's standing, reputation, or future engagement with NYB as a result of a good faith disclosure.
- We will not share information about a disclosure with third parties in a manner that could damage a discloser's professional reputation or prospects.
- We will investigate all disclosures made under this policy with the same rigour and care, regardless of the contractual status of the person making them.

These commitments are reflected in NYB's standard engagement terms. If you are unsure whether your contract contains these provisions, please contact the General Manager.

We recognise that the absence of statutory protection is a genuine limitation. Those who are concerned about their position before making a disclosure are encouraged to seek independent advice from Protect, the whistleblowing charity, whose contact details are set out in the Further Help and Support section of this policy. Protect can advise on the practical options available to individuals who fall outside the scope of PIDA.

We will monitor developments in whistleblowing legislation, including any reforms that would extend statutory protection to self-employed individuals, and will update this policy accordingly.

6. What Whistleblowing is Not

Whistleblowing does not include the following types of disclosure or report:

- personal grievances such as bullying, harassment or discrimination¹;
- safeguarding concerns;
- disciplinaries or grievances.

There are occasions when a concern related to the above could be considered in the public's interest and therefore become a whistleblowing concern. However, in most circumstances you should review the relevant organisational policies and procedures.

7. Malicious Whistleblowing

If it is proven through an investigation process that an allegation of wrongdoing has

¹ In some circumstances, sexual harassment concerns may constitute a qualifying disclosure. Any complaints falling into this category should be dealt with according to the whistleblowing procedures.

been made maliciously, then the person who made the allegations may face disciplinary action, up to and including termination of contract , and in some cases may be subject to criminal investigation where illegality has occurred.

Malicious allegations include but are not limited to:

- raising a matter which you know to be untrue;
- making an allegation without having reasonable grounds for believing it to be substantially true;
- improperly collecting the information to support the allegations;
- being involved in any way in the malpractice qualifying disclosure;
- making an allegation for personal or third-party gain.

When a malicious allegation has been made it is unlikely a person will have protection.

8. Raising a Concern Within National Youth Ballet

If you have cause for concern, you should raise this as soon as possible. This will allow us to investigate the issue and take any remedial action. You do not need to provide evidence in order to raise a concern.

You may choose to make your disclosure verbally, however it is our strong preference that disclosures are made in writing. You should ensure that you provide the following when making your disclosure:

- Any relevant contextual information including dates, times, places, witnesses etc.
- Give a specific example of any wrongdoing of which you are aware
- State clearly the reason that the situation gives cause for concern

You must state clearly that you are raising your concern using the whistleblowing policy and whether you wish for your identity to be kept confidential.

9. Confidentiality of Disclosures

NYB will make every effort to deal with your case confidentially, depending on the circumstances of the case this may not always be possible. Where this is the case, you will be informed of this and the reasons why it was not possible.

10. Anonymous Disclosures

NYB will consider anonymous disclosures, but we do not encourage them as anonymity often makes it difficult to properly investigate concerns, protect employees or give feedback on outcomes.

Any anonymous disclosures will be accepted and treated as equally as those bearing a name. When receiving an anonymous report:

- a decision will be made about whether it is possible to pursue the report based on the information provided
- a complete and comprehensive investigation will be more challenging as there is no option to seek further information or clarification
- it will not be possible to share any outcome or actions from an investigation.

11. Who to Report to?

- a. In the first instance you should always raise your concern with your line manager.

- b. Where this is not appropriate because they may be involved in the alleged malpractice, wrongdoing or illegal acts or omissions in some way, or if you are not satisfied with the outcome having raised the issue with your line manager, you should raise your concern with their manager or another more senior member of the NYB team.
- c. Sometimes it may be inappropriate to raise your concern via either of the routes listed above. In this instance you should report directly to the CEO or the Chair of Trustees.
- d. If none of the routes listed above is viable you may wish to raise your concern externally (see separate section on external disclosures below).

12. **Handling of Disclosures**

All disclosures will be handled sensitively and where possible, in confidence, subject to the nature of the disclosure. We will let you know if it is not possible to keep this confidential.

There are four stages to the investigation process. Resolution will be sought at each stage. Escalation is only necessary if resolution is not possible after each stage in turn.

Stage 1	Concern is raised verbally with a line manager.
Stage 2	Concern is put into writing and heard by appropriate senior team member (which may be the CEO).
Stage 3	Written concern is heard by an independent trustee (which may be the Chair of Trustees).

Stage 4	Written concern is heard by an appointed independent panel of trustees.
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Once you have made a written disclosure you will receive an acknowledgement of your disclosure within 10 working days.

As a part of the investigation you will be invited to attend a meeting as soon as possible, in person ideally, and away from the workplace if needed. This meeting should take place within 10 working days of receiving the written concern. During this meeting you will have the opportunity to talk through your concern.

You will be told either at the meeting or as soon as possible afterwards, what action will be taken to address the concern you have raised. Where action is not taken, you will be informed and given an explanation in writing. The action taken in response to a disclosure will depend on the nature of the concern.

Typically, the matters raised may result in one or more of the following:

- no action required
- action being taken under another NYB policy or procedure
- an internal investigation under this policy
- a referral to the police or relevant statutory body
- a referral to NYB's external auditors
- a referral to the Charity Commission
- an independent enquiry.

Any NYB manager or senior officer receiving a potential whistleblowing concern must notify the General Manager immediately that a concern has been raised and inform them of progress in resolving the concern.

13. External Reporting

We encourage all reports to be made internally in the first instance. Subsequently all avenues of escalation should be exhausted. However, in circumstances where that is not possible, or where having made a disclosure you are unhappy with the outcome, you have a legal right to make a disclosure to an external body. This is called a 'Public Disclosure'.

An external body may be non-regulatory; such as an MP, legal advisor or the police. Alternatively it may be regulated, in which case, the disclosure can be made to 'prescribed' persons should the malpractice fall within that body's regulatory remit.

These prescribed bodies include but are not limited to:

- Your Local Authority
- The Children's Commissioner
- [The Charity Commission](#)
- HM Revenue & Customs
- The Health and Safety Executive
- The Financial Conduct Authority
- The Office of Fair Trading
- The Environment Agency
- The Information Commissioner
- The Serious Fraud Office

- The Fundraising Regulator

The relevant regulatory or non-regulatory body will carry out investigations as necessary and in line with the procedures and processes outlined by them. A [full list of prescribed persons](#) and bodies can be found in the schedule to the Public Interest Disclosure (Prescribed Persons) Order 1999 (SI 1999/1549).

The disclosure will be protected under legislation in the same way as a disclosure made internally as long as it meets the same conditions.

14. Disclosures to the Media

Disclosures to the media will not be considered reasonable and may constitute misconduct. As such, the matter might be treated as a disciplinary matter in accordance with our disciplinary and grievance policy and procedure.

15. Further Help and Support

For protection under the Public Interest Disclosure Act 1998, employees need to be aware of the strict rules governing disclosures. If at any stage you feel unsure or would like to discuss it with someone independent, you can discuss your concern with someone at Protect.

Protect is an Independent Whistleblowing charity. They provide confidential advice to would-be whistleblowers who are concerned about making a disclosure. Their contact details are: <https://protect-advice.org.uk/>

Advice line: 020 7404 6609 and 020 3117 2550

Email: whistle@protect-advice.org.uk

16. **Legislative Context**

This policy has been created using the following guidance:

<https://assets.publishing.service.gov.uk/media/5a819ef5e5274a2e87dbe9e3/bis-15-200-whistleblowing-guidance-for-employers-and-code-of-practice.pdf>

[Employment Rights Act 2025](#)

[The Public Interests and Disclosure Act 1998](#)

[List of Prescribed People and Bodies](#)

<https://www.ncvo.org.uk/help-and-guidance/safeguarding/specialist-guides/specific-aspects/whistleblowing-speak-out/need-to-know/>

17. **Associated National Youth Ballet Policies**

This policy should be read in conjunction with the following NYB policies:

Complaints

Grievance

Health and Safety

Safeguarding

Bullying and Harassment

Equality, Diversity and Inclusion

Disciplinary and Grievance.

NYB Values	
DIVERSE	We make ballet accessible to young people from all backgrounds and levels of experience.
AMBITIOUS	We present bold new works and push the boundaries of performance and production.
NURTURING	We prioritise the wellbeing and creativity of every dancer, building kind communities where they can be their authentic selves.
CHALLENGING	We reframe how ballet is created, taught, and experienced, inspiring a more accessible art form.
ETHICAL	We seize every opportunity to champion fairness, equity and the environment to make a positive impact.