

Build-a-Future

Main Road, West Ashby, Horncastle, Lincolnshire, LN9 5PT 01507 524015

Accountability Policy



Build-a-Future (BAF) is committed to the highest possible standards of openness, honesty and accountability. In line with that commitment, we encourage employees and others with serious concerns about any aspect of the organisation's work to come forward and voice those concerns. This policy document makes it clear that staff can do so in strict confidence without fear of reprisals.

There are existing procedures in place to enable staff to lodge a grievance relating to their own employment. This policy is intended to cover concerns that fall outside the scope of those other procedures.

This policy:

- Supports the necessary procedures for employees to raise concerns and receive feedback on any actions taken.
- Allows employees to proceed further if they are dissatisfied with the first response.
- Assures employees that they will be protected from reprisals or victimisation as long as a matter has been raised in good faith.

Where an employee or volunteer makes a disclosure in good faith and reasonably believes that the information disclosed including any allegation contained in it is factually true and does not make the disclosure for financial gain, Build-a-Future will take any necessary action to protect that person from harassment or victimisation.

If the individual is already the subject of disciplinary or redundancy procedures, those procedures will not necessarily be halted as a result of the disclosure.

All reasonable steps will be taken by Build-a-Future to not reveal the identity of the individual who makes a disclosure, other than with the consent of that person or where it is intended at some later date to dismiss the employee/volunteer, when the disclosure will be brought to the attention of the Headteacher as a confidential item. It must be appreciated that during the investigation, a statement from the individual may be required as part of the evidence gathering process. The person will not be identified, however, as the originator of the allegations being investigated.

Date: November 2018

Review Date: November 2020