



**stoneleigh
youth
orchestra**

Whistleblowing Policy

for Stoneleigh Youth Orchestra and SYO Production Company Limited (together known as “Stoneleigh”)

where SYO Production Company Limited (registered company no: 13918301) is a wholly owned trading subsidiary of Stoneleigh Youth Orchestra (registered charity no: 1199210).

1. Purpose

Stoneleigh is committed to the highest standards of integrity, governance and accountability. In doing so it is committed to ensuring that instances of wrongdoing or serious risks are detected and dealt with appropriately and without fear of reprisal.

This policy provides a clear procedure for raising concerns about wrongdoing or serious risks to Stoneleigh and seeks to promote a culture whereby anyone with concerns can feel safe and confident to raise them. Provided such concerns are raised in good faith, this policy applies even if the individual later turns out to be mistaken.

2. Scope

This policy applies to:

- Trustees of the charity
- Directors of the company
- Musical Director and conductors
- Volunteers
- Employees (if any)
- Freelancers and contractors
- Members of the orchestra and their parents or guardians
- Anyone working with or representing Stoneleigh

3. What Is Whistleblowing?

Whistleblowing is the reporting of concerns relating to wrongdoing or serious risks at Stoneleigh. To be a whistleblower, the concern being reported must be in the public interest, ie this means it must affect others.

Concerns may include:

- Criminal offences
- Fraud, theft, or financial mismanagement

- Misuse of grant funding or charitable funds
- Breach of statutory duties
- A serious breach of internal policies or procedures
- Health and safety risks
- Bribery or corruption
- Serious conflicts of interest not properly declared
- Deliberate concealment of any of the above

This policy is distinct from personal grievances. Individual disputes (e.g. seating allocation, audition outcomes, interpersonal disagreements) are unlikely to be concerns in the public interest and will not be covered by this policy. Stoneleigh's Grievance Procedures may be applicable in these situations.

Stoneleigh's Child Protection Policy should be followed if the concern is regarding a safeguarding issue.

4. How to Raise a Concern

4.1 Internal Reporting

Stoneleigh encourages individuals, in the first instance, to raise any concerns they may have internally. Concerns should be raised as soon as reasonably practicable.

Concerns should be reported to:

- A Trustee¹
- The Treasurer (for financial matters)
Email: treasurer@syoproduction.co.uk
- The Chair (for matters relating to the Board of Trustees)
Email: chairman@stoneleighyouthorchestra.org.uk

Reports may be made:

- By email or in writing
- In person (a meeting will be arranged promptly)

The report should include:

- The nature of the concern
- Relevant dates
- Individuals involved (if known)
- Any supporting evidence

You do not need proof — only a reasonable belief that wrongdoing may have occurred.

¹ See Charity Commission website for an up-to-date list

4.2 External reporting

The aim of this policy is to provide an internal procedure for reporting, investigating, and remedying any wrongdoing or serious risks. In most cases individuals should not find it necessary to alert anyone externally.

The law recognises that in some circumstances it may be appropriate for an individual to report their concerns to an external body such as a regulator.

Stoneleigh strongly encourages individuals to seek advice before reporting a concern to anyone external.

The independent whistleblowing charity, Protect, operates a confidential helpline. They also have a list of prescribed regulators for reporting certain types of concern. Their contact details are provided at the end of this policy.

5. Support for Whistleblowers

Any individual who has concerns about the procedure may speak first in confidence to a member of the Child Protection Team².

Stoneleigh will:

- Treat disclosures confidentially as far as possible
- Restrict information to those who need to know
- Keep secure records of concerns raised

Individuals will not be subjected to any detriment or less favourable treatment because they have raised concerns. This includes:

- Dismissal
- Removal from trustee, committee or director roles
- Exclusion from orchestra activities
- Harassment or victimisation

If an individual believes they have suffered such treatment, they should inform the Child Protection Trustee immediately.

If the matter is not resolved, they should raise it formally through Stoneleigh's Grievance Procedures.

Any threatening or retaliatory behaviour towards a whistleblower acting in good faith will result in disciplinary action.

Anonymous reports will be considered but may limit Stoneleigh's ability to investigate fully.

Raising a concern anonymously is preferred to keeping silent about potential serious wrongdoing.

6. Investigation Procedure

Upon receiving a disclosure:

1. The concern will be acknowledged within 7 days unless there is good reason for not doing so.
2. All disclosures will be taken seriously and investigated by the Trustees even where only limited

² See Child Protection Policy

evidence is provided.

3. If complex or involving several people, an independent investigator may be appointed. Where necessary, legal advice may be sought.
4. Appropriate action will be taken based on findings. This includes the Trustees reporting the matter themselves to the relevant regulator if appropriate.
5. The whistleblower will be informed of the outcome where appropriate, subject to legal and confidentiality constraints. Anonymous whistleblowers are unlikely to be informed.

7. Data Protection

All records relating to disclosures will be processed in accordance with UK data protection law and retained only as long as necessary.

External contact details

Protect Advice Line: 020 7404 6609
Email: whistle@protect-advice.org.uk
Website: www.pcaaw.org.uk

Reviews

All policies and procedures will be reviewed annually, or sooner if there is a change in legislation and/or government guidance.

Date approved:

1 March 2026

Date of next review:

October 2027