



Henley Baptist Church & d:two Community Centre

Whistleblowing and Escalation policy

We are committed to reflecting God's character in maintaining the highest possible Biblical standards of integrity and accountability in the work we do. Everyone serving at our church is obliged to conduct themselves in keeping with these high standards and to treat others – colleagues, volunteers and those using the services provided by the church - with dignity, kindness and respect.

General Codes of Conduct for paid workers are embedded in the Employee Handbook. Codes of Conduct are also embedded into the Codes of Practice for every area of church life and both paid and volunteer church workers are required to adhere to these.

Our values and these standards are written into our Culture Statement. We recommend that all church members read this document and live up to these standards with God's help.

Whether you are a member of the public, or are a member of the church, we invite you to report any concerns you may have about the behaviour of church staff or volunteers.

- **General concerns or complaints:** If you have concerns or questions about our work not covered by the more specific sections below, please let us know by talking to a member of staff, emailing joannam@dtwo.co.uk, using the form on our website contact page, or calling the Church Team Leaders Jeremy or Joanna Bray, Church Team Leaders on jeremyb@dtwo.co.uk or joannab@dtwo.co.uk or at 01491 577414.
- **Safeguarding:** Our church is committed to respectful pastoral ministry with everyone, including children, adults at risk and all others using the services provided by the church. A concern can arise when you observe or suspect abusive behaviour, when an allegation is made or disclosed, or where there are indicators (signs and symptoms) of suspected abuse on the victim. This must be treated seriously and reported as soon as possible.

To report a safeguarding concern, please talk to our Designated Person for Safeguarding (DPS) Sarah Aston 079221 98451 email: safeguarding@dtwo.co.uk or our Safeguarding Trustee Jo Gunnell 01491 577414 Email: safeguardingtrustee@dtwo.co.uk

- **Serious concerns and whistleblowing:** If you discover information which you believe shows serious malpractice, illegal actions, wrongdoing or unacceptable behaviours or practises by church employees or volunteers we ask you to report it. Legislation protects those who raise legitimate concerns. No one who makes a report in good faith will be victimised for doing so.

Your concern could be about one of several things. It could be about things that are happening now, have happened in the past, or are likely to happen in the future, see www.gov.uk/whistleblowing

To report such a whistleblowing concern:

- Concerns or complaints about a staff member or church member should be addressed to Jeremy or Joanna Bray, Church Team Leaders on jeremyb@dtwo.co.uk or joannab@dtwo.co.uk
- If you would like to speak to one of the non-staff trustees, for example with a concern about a staff member, or one of the church leaders, then please contact one of the Trustees (Mark Sayers, Doug Ullah or Jo Gunnell).
- Concerns which an individual considers cannot be raised through these channels can be directed to Salt and Light Advance Sphere leader Richard Ellwood or Southern Counties Baptist Association (SCBA): Steve Barber s.barber@scba.org.uk 07577 124852
- Your concerns should be reported as quickly as possible so they can be investigated, and any appropriate action taken. Those who raise issues under this provision must have a reasonable belief that it is well founded, and appropriate action will be taken if a malicious allegation is made. If an investigation is required, confidentiality will be maintained to the extent that this is appropriate and practical in the circumstances. The main exceptions are when the law requires disclosure, or when someone is at risk. Issues will be investigated as soon as possible, and action taken in line with our whistleblowing and disciplinary policies and procedures. The person raising a concern will be informed of the outcome subject to the normal rules on confidentiality of personal information.
- Personal grievance, for example bullying, harassment, discrimination, are not covered by whistleblowing law. Please report these as described under the section 'General concerns or complaints' above. Staff members should consult the Grievance Policy in the employment handbook for HBC employees.