

Whistleblower Policy – Easy Read

Llanelli Centre for the Deaf

1. What is this policy for?

This policy helps people speak up if they see something wrong or worrying happening at Llanelli Centre for the Deaf.

You can speak up without being scared.

We want everyone to feel safe and supported when raising concerns.

2. Who is this policy for?

This policy is for anyone involved with Llanelli Centre for the Deaf, including:

- Volunteers
 - Trustees
 - Staff
 - Contractors
 - Suppliers
 - Donors
 - Members
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3. What kind of concerns can you raise?

You should use this policy to report serious problems like:

- Someone stealing or breaking the law

- Money or equipment being used wrongly
- Abuse or safeguarding concerns
- Someone acting unethically or very inappropriately
- Breaking important rules or laws
- Hiding serious problems

This policy is not for normal complaints or personal issues – those should follow our grievance or complaints process.

4. What will happen if I raise a concern?

We promise to:

- Keep your concern private
 - Listen and take you seriously
 - Make sure you are not treated badly for speaking up
 - Look into the concern fairly and quickly
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5. Who can I talk to?

If you're worried about something, you can talk to:

Designated Whistleblowing Officer:

Name: Angharad Rees

Email: llanellideafcentre@gmail.com

If you cannot talk to the above person, you can contact:

Chair of Trustees: William Paul Saunders

6. Can I report outside the charity?

Yes. If you don't feel safe telling us, or if the problem is very serious, you can report it to:

- The **Charity Commission**
 - The **Police** or other authorities
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7. What happens after I report something?

- We will reply to you within **5 working days**
 - We will decide if we need to investigate
 - If we investigate, we will find out what happened
 - We will tell you the outcome (if we can)
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8. Will I be protected?

Yes. If you speak up honestly:

- You won't be punished or treated badly
- We will support you

But if someone makes a false report on purpose, they may face consequences.

9. Policy checks

This policy will be checked every year to make sure it is up to date.

Approved on: 24 April 2025

Signed by: William Paul Saunders, Chair of Trustees