

This procedure is for adult volunteers. As an adult volunteer, you must understand and follow this procedure when you use the whistleblowing policy.

## How do I whistleblow? What's the procedure?

### Good faith

Firstly, and for the VPC whistleblowing policy to apply, you must be giving your information to us in good faith.

This means that you must believe it to be substantially true and you must not act maliciously or make false allegations or seek any personal gain.

As a member of staff or volunteer, if you abuse this policy you will be subject to suspension, dismissal or withdrawal of membership under [the managing concerns about adult volunteer behaviour](#) policy.

### Contact National VPC or your Force Cadet Coordinator

You can contact the National VPC by emailing [vpc.admin@vpc.police.uk](mailto:vpc.admin@vpc.police.uk) or contact your force coordinator make a report on the Force website or ring 101.

You don't have to give your name, but we encourage you to if possible. You will need to give a contact telephone number or email address so we can contact you. If you really want to remain anonymous you could make your report to Crimestoppers on 0800 555 111.

You should state clearly that you believe you are making a protected disclosure under the VPC whistleblowing policy.

Your message should include, where possible, all the key facts, dates and names of the people involved. This could include:

- The name of the VPC person/team/unit that your concern relates to.
- Your own name and role.
- Your concern.
- Does anyone else know about this issue?
- What impact does your concern have on VPC?
- Have you previously followed the Force complaints procedure? If so what was the outcome?
- Have you contacted any other organisations, like the police or Health and Safety Executive?
- Do you give us permission to reveal your identity to Senior Officers who oversee the VPC unit concerned?

If you are a cadet or other young person (under 18) speak to your parent, carer or a trusted adult friend to support you with letting us know about your concern and contact the National VPC Safeguarding Manager [vpc.safeguarding@vpc.police.uk](mailto:vpc.safeguarding@vpc.police.uk)

If you need to whistleblow about the Force Safeguarding team, please contact the Senior Officer for the Force or the National VPC Safeguarding Manager  
[vpc.safeguarding@vpc.police.uk](mailto:vpc.safeguarding@vpc.police.uk)

If you need to whistleblow about a staff member, please contact the Force Cadet Coordinator by ringing 101 or using the Force website.

## **National VPC response**

The National VPC Team will acknowledge your message within two working days.

## **National VPC or Force Cadet Coordinator may seek more information if necessary to determine if the whistleblowing policy applies**

Those receiving the initial report will review your concerns and may ask you for more information. If it is thought that the whistleblowing policy does not apply they will tell you, and explain how they feel it should be dealt with in line with other policies, for example complaints or safeguarding.

Access to the report will be restricted and the information will be treated sensitively. If you are concerned that the Chief Constable or other Senior Officer may be involved in the issues, you should let us know when you first contact us.

## **A person not involved in the issue will be chosen to investigate**

An appropriate, impartial person will be chosen to carry out an investigation. For example, this could be a neighbouring force or unit or a member of the National VPC Team.

## **Your concern is investigated**

This person will talk with you, asking you to explain your concerns in your own words.

They will ask you for the history of your concerns in date order, with details of any actions (or omissions) and the names of who was involved. They will then investigate.

You can bring a friend, carer or colleague with you to any meeting if you like. The companion must respect the confidentiality of the disclosure and any investigation.

The investigator may use the help of people outside VPC if appropriate (for example, in cases where there is a suspicion of criminal activity). The investigator will keep you informed of progress as much as possible depending on levels of confidentiality required.

In certain cases, consideration will be given to suspend the person who is alleged to have done wrong doing. If at any stage your concern suggests harm to a child or vulnerable adult, those responsible for Safeguarding within the force and the National Safeguarding Manager will be advised. At this stage the investigation may be conducted by the person responsible for Safeguarding and the recruitment of volunteers or the Professional Standards Department and will be treated as a safeguarding investigation in accordance with the safeguarding policy.

You should be kept informed of the progress of the investigation and its likely timescale. However, sometimes the need for confidentiality may prevent them from giving you specific details of the investigation or any disciplinary action taken as a result. This may be frustrating and give you concerns about whether they have actually done anything, and if this happens those investigating should do their best to explain why they are acting in this way. You should treat any information about the investigation as confidential. Where there is no case to answer, but you or the person who brought the concern to the attention of the organisation had a genuine concern and was not acting maliciously, no action will be taken against them and the organisation will ensure that the person suffers no reprisals. If you make a false allegation maliciously or with a view to personal gain, action may be taken against you in line with Force policy in relation to managing concerns.

## **What if I'm not satisfied with the process or outcome?**

Your concerns will be addressed fairly, but it cannot be guaranteed that the outcome of investigations will be the one you want. If you are not happy with how your concern has been handled you should inform the Force Cadet Coordinator or Senior Officer responsible for cadets in your area, who will review whether appropriate steps have been actioned. If you remain unhappy that your concerns have not been investigated appropriately, you may also raise your concerns with the [IOPC](#).