

Jimac Radio Cars Ltd

Whistleblowing Policy and Procedures

Version 2 – Updated 01 October 2025

Approved by DSL & Director: Davide Machado

Deputy DSL: Leanne Kemp



Signature:

Date: 1 October 2025

Next review due: 01 October 2026

Introduction and Purpose

Jimac Radio Cars Ltd promotes an open and transparent culture where employees can raise concerns about wrongdoing, safeguarding failures, or risks to service users, including children and adults at risk. All concerns will be treated seriously and addressed appropriately.

Scope

This policy applies to all Jimac Radio Cars employees, contractors, volunteers, and agency workers. It covers concerns relating to safeguarding failures, unsafe practices, criminal activity, fraud, corruption, or breaches of company policy.

What Can Be Reported

- Safeguarding failures or unsafe practices affecting children or adults at risk.
- Criminal activity, fraud, bribery or corruption.
- Serious breach of policy, procedure, or professional conduct.
- Concealment or deliberate cover-up of any of the above.

How to Raise a Concern

Raise concerns internally with the DSL or Deputy DSL in the first instance. If the concern relates to safeguarding and you believe it has not been addressed properly, escalate to external bodies in line with the Safeguarding Policy procedure. Urgent safeguarding matters must always follow immediate external referral routes in line with Safeguarding Policy.

For Hackney-specific reporting routes (MASH, Emergency Duty Team, LADO, Adult Safeguarding and TAS incident reporting), refer to the current Safeguarding Policy.

Protections for Whistleblowers

Individuals who raise concerns in good faith are protected under the Public Interest Disclosure Act 1998. Any form of victimisation or retaliation against whistleblowers is prohibited and may lead to disciplinary action. Confidentiality will be maintained wherever possible, and all data will be handled in line with the Data Protection Act 2028 and UK GDPR.

Investigation Procedure

- Acknowledgement of the concern and initial assessment.
- Impartial fact-finding; referral to external authorities where appropriate (e.g., LADO, police, social care).
- Documentation of decisions, actions and outcomes. Feedback will be provided where appropriate.

Responsibilities

- DSL & Director (Davide Machado): overall accountability for implementation and oversight.
- Deputy DSL (Leanne Kemp): supports oversight and acts when the DSL is unavailable.
- Managers: foster a speak-up culture and protect staff who raise concerns.

Training and Awareness

Whistleblowing awareness is included within the safeguarding induction and refresher training to ensure all staff understand how to report concerns safely and lawfully.

Review and Access

This policy is reviewed annually and is accessible on the company website. It should be read alongside the Safeguarding Policy (Version 2 – Updated October 2025).

<https://jimaccars.com/wp-content/uploads/2025/10/Whistleblowing-Policy-and-Procedure.pdf>