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British Association of Play Therapists

# BAPT Whistleblowing Policy

Date: 18/10/23

Date of Review: 18/10/24

Enhancing emotional well-being of children and young people through Play Therapy

British Association of Play Therapists

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Registered charity number 1115673

## Our commitment

BAPT aims to conduct ourselves ethically, and with honesty and integrity. We expect the same high standards from all our people – employees, workers, contractors, agency workers and volunteers.

We do, however, recognise that there may be occasions when we – or our people – do not get this right. In these instances, you may feel that you need to raise your genuine and serious concerns through this whistleblowing policy.

## Purpose

The purpose of this Whistleblowing Policy is to establish formal procedures and protections for members, employees, clients, or other stakeholders of the British Association of Play Therapists (BAPT) who wish to raise concerns about misconduct, malpractice, or wrongdoing within the organisation.

## Scope

This policy applies to all members, employees, contractors, and volunteers of the BAPT. Third parties, such as suppliers or clients, are also encouraged to report any concerns.

## Definitions

- Whistleblowing: The act of reporting suspected misconduct, malpractice, or wrongdoing.
- Whistleblower: A person who reports suspected misconduct, malpractice, or wrongdoing.

## Types of Concerns Covered

- Breach of BAPT's professional standards and ethical guidelines.
- Unlawful conduct.
- Disclosures related to miscarriages of justice
- Racial, sexual, disability or other discrimination
- Fraud or financial irregularity.
- Safeguarding concerns relating to children or vulnerable adults.
- Health and safety violations.
- Other serious risks to public interest.
- Other unethical conduct.

This list is not exhaustive.

## Reporting Procedure

### Internal Reporting:

- Concerns should be reported to the designated Whistleblowing Officer within BAPT, initially unless the concern involves the Whistleblowing Officer.
- If internal reporting is not appropriate, concerns should be escalated to higher management or the Board of Directors.

### External Reporting:

- Concerns can be raised with the appropriate regulatory body or law enforcement agency if internal reporting is not appropriate or if the response to an internal report is inadequate.

### Anonymous Reporting:

- Reports can be made anonymously, although providing contact details will assist in the investigation.

## Investigation

- All reports will be investigated promptly, impartially, and confidentially.
- The whistleblower will be informed of the outcome of the investigation.
- Appropriate corrective actions will be taken if the concern is substantiated.

## Protection for Whistleblowers

- BAPT is committed to protecting whistleblowers from any form of retaliation, including discrimination, harassment, victimisation, or any adverse employment action, due to their reporting of concerns in good faith.
- Any member found to be retaliating against a whistleblower will be subject to disciplinary action.
- Whistleblowers who suffer retaliation may seek redress through the appropriate legal channels.

## Confidentiality

- The identity of the whistleblower will be kept confidential unless disclosure is required by law.

- Information related to the report will only be disclosed to those who need to know for the purposes of investigation.

## Record Keeping

- Detailed records of all reports and investigations will be maintained securely and confidentially.
- Documentation will be retained in accordance with applicable laws and BAPT's record retention policy.

## Review

- This Whistleblowing Policy will be reviewed annually or as required by changes in legislation or organisational needs to ensure its effectiveness in encouraging the reporting of wrongdoing and protecting whistleblowers.

## Training and Communication

- BAPT will provide training and resources to all members and staff regarding this policy.
- This policy will be communicated to all members and made available publicly on BAPT's website.

## Contacts

- Designated Whistleblowing Officer: [Name, Contact Details]
- Alternative Contact (if Whistleblowing Officer is involved): [Name, Contact Details]



## Implementation

- This policy is effective from [Date].
- Any amendments to this policy will be communicated promptly to all members and employees.

## References

- Public Interest Disclosure Act 1998
- Employment Rights Act 1996
- Relevant BAPT ethical guidelines and professional standards

British Association of Play Therapists Whistleblowing Policy 2023

Author: Chair

18<sup>th</sup> October 2023

This policy is a guide and does not constitute legal advice. Members are advised to seek independent legal counsel if they have concerns regarding whistleblowing laws and protections in specific situations. The policy should also be in compliance with the most recent and applicable laws and guidelines relating to whistleblowing and the activities of Play Therapists in the UK.

