



## CANTERBURY CHRIST CHURCH UNIVERSITY

### STUDENT GUIDANCE ON THE UNIVERSITY'S WHISTLEBLOWING PROCEDURE

#### WHO IS THIS GUIDANCE FOR AND WHAT DOES IT COVER?

- 1.1 This guidance covers the reporting by students ('you') who are studying at Canterbury Christ Church University ('the University', 'we', 'us') when you suspect or know of wrongdoing or danger at the University, including the actions of staff and students. This reporting of wrongdoing or danger is what is meant by whistleblowing.
- 1.2 This guidance explains how to report your concerns about wrongdoing or danger in the knowledge that you can do so without fear of victimisation or harassment or it having a detrimental effect on your studies, even if your concerns turn out to be mistaken.
- 1.3 Separate arrangements apply in respect of the Christ Church Students' Union. If you wish to report wrongdoing at the Students' Union, please refer to paragraph 1.18.
- 1.4 You are encouraged to inform the University Solicitor ([glis@canterbury.ac.uk](mailto:glis@canterbury.ac.uk)) as soon as possible after you become aware of or suspect wrongdoing or danger at the University of the kind described at paragraph 1.5. Importantly, we want to reassure you that if you make a report to us, your concern will be taken seriously.
- 1.5 This guidance applies when you believe the following things have happened or are likely to happen at the University:
  - criminal activity;
  - failure to comply with legal requirements;
  - miscarriages of justice;
  - danger to the health and safety of an individual;
  - damage to the environment; and
  - the deliberate concealment of any of these matters.
- 1.6 If you have a complaint about injustices or discrimination, the Student Complaints Procedures (<https://www.canterbury.ac.uk/students/docs/student-voice/Student-Complaints-Procedure.pdf>) or Student Disciplinary Procedures (<https://www.canterbury.ac.uk/students/docs/policy-zone/Student-Disciplinary-Procedure-April-2017.pdf>) should be used.
- 1.7 If you are uncertain about whether something is within the scope of this guidance, you can ask the University Solicitor for advice.
- 1.8 It may be difficult for you to let us know that something has gone wrong or raise a concern. If you are a student wishing to seek independent, confidential advice, the Students' Union Advice Centre is independent of the University and can support you with raising a concern.



You can find the Advice Centre contact details at paragraph 1.19. If your wellbeing is affected by your concerns, we encourage you to seek support, either through University Student Health & Wellbeing or through external organisations. A list of the support available to students is available here: <https://ccsu.co.uk/advice/wellbeing/>

### **HOW TO RAISE YOUR CONCERNS IF YOU SUSPECT A WRONGDOING OR DANGER AT THE UNIVERSITY**

- 1.9 You should report suspected financial wrongdoing to the University Solicitor. The University Solicitor will refer your report to the Director of Finance. The Director of Finance may then ask the University's Internal Auditor to investigate. However, if the wrongdoing relates to the conduct of the Director of Finance, the wrongdoing will be reported to the Vice-Chancellor, or Chair of the Governing Body, as appropriate in the circumstances.
- 1.10 You should report suspected wrongdoing about other issues described in paragraph 1.5, which are not to do with financial wrongdoing, to the University Solicitor. The University Solicitor will refer reports about these things to the Vice-Chancellor, or the Chair of the Governing Body, as appropriate.
- 1.11 If you report suspected wrongdoing relating to the conduct of the Vice-Chancellor, the report should be made to the University Solicitor, in which case, the University Solicitor will notify both the Chair of the Governing Body and the Chair of the Audit Committee.
- 1.12 If for any reason you do not wish to raise your concern as described above, you could raise it with a prescribed person or body from the list published by the Government to assist people with concerns about wrongdoing or danger. You can find the list by following this link: <https://www.gov.uk/government/publications/blowing-the-whistle-list-of-prescribed-people-and-bodies--2>
- 1.13 Although you can report suspected wrongdoing anonymously, your report may not be able to be investigated if insufficient information has been received. It would for the University Solicitor in consultation with the Vice-Chancellor, or if the wrongdoing related to the Vice Chancellor, in consultation with the Chair of the Governing Body and the Chair of the Audit Committee, to decide whether your anonymous report could be investigated.

### **WHAT SAFEGUARDS ARE IN PLACE TO PROTECT YOU?**

- 1.14 We will take all reasonable steps to protect your identity should you report suspected wrongdoing or danger at the University. The only exceptions would be if you waive confidentiality or the person(s) dealing with your report of suspected wrongdoing decides that confidentiality is incompatible with fairness, or if there is an overriding reason for your identity not to be kept confidential (for example, if required to be disclosed by law). If your identity is not to be kept confidential, we would inform you.

### **WHAT HAPPENS NEXT?**

- 1.15 If you report wrongdoing or danger at the University to us we will record it and deal with it as quickly and efficiently as possible.
- 1.16 If we need to hold a meeting with you, we will need to take notes so we can produce a written summary of the key points about the suspected wrongdoing or danger. We will aim



to provide you with an indication as to how we propose to deal with your report. We will then make an assessment to determine the scope of any investigation or internal enquiry. We may need to ask you to attend further meetings to provide additional information and you will be kept informed of progress. The need for us to protect the confidentiality of all our students and staff may prevent us disclosing certain information to you.

- 1.17 If you have reported wrongdoing or danger at the University, you are entitled to be accompanied by a friend (for example, a fellow student, a representative from Christ Church Students' Union, or a staff member) in any meetings we invite you to.

### **CHRIST CHURCH STUDENTS' UNION**

- 1.18 If you have a complaint about the Students' Union, you should in the first instance, follow the Students' Union Comments, Complaints, and Feedback Policy and Procedure. If you have concerns about an elected officer of the Students' Union, you should follow the procedure in the Students' Union's Bye-Laws. If as an employee of the Students' Union you have a complaint about another employee of the Students' Union, you should contact the CEO or the Chair of the Board of Trustees of the Students' Union. If you, as an employee of the University wish to report wrongdoing about the Students' Union and it is captured by one or more of the categories in paragraph 1.5 of the University's Whistleblowing Policy (see link below), you should use the University's Whistleblowing Policy. Otherwise, you should contact the Students' Union's CEO or Chair of the Board of Trustees.

### **USEFUL CONTACT DETAILS AND LINKS**

- 1.19 The contacts and links referred to in this guidance are:

- Director of Finance: via [gemma.coleman@canterbury.ac.uk](mailto:gemma.coleman@canterbury.ac.uk)
- University Solicitor: [alison.sear@canterbury.ac.uk](mailto:alison.sear@canterbury.ac.uk)
- Vice-Chancellor: via [alexandra.leckie@canterbury.ac.uk](mailto:alexandra.leckie@canterbury.ac.uk)
- Chair of the Governing Body via [GLS@canterbury.ac.uk](mailto:GLS@canterbury.ac.uk)
- Chair of the Audit Committee: via [GLS@canterbury.ac.uk](mailto:GLS@canterbury.ac.uk)
- Students' Union Advice Centre: [advice@ccsu.co.uk](mailto:advice@ccsu.co.uk) or call 01227 92 2272
- The University's Whistleblowing Policy: <https://www.canterbury.ac.uk/university-solicitors-office/docs/Whistle-blowing%20Policy.pdf>
- List of Prescribed Persons or Bodies published by the Government <https://www.gov.uk/government/publications/blowing-the-whistle-list-of-prescribed-people-and-bodies--2>
- CEO at Christ Church Students' Union: [ben.macphee@ccsu.co.uk](mailto:ben.macphee@ccsu.co.uk)