



Headway Hertfordshire

Whistle blowing Policy [Disclosure of information in the public interest]

1. Policy Statement

Headway Hertfordshire believes that It is the duty of every member of staff or volunteer to speak up about genuine concerns in relation to criminal activity, breach of a legal obligation (including negligence, breach of contract, breach of administrative law), miscarriage of justice, danger to health and safety or the environment, and the cover up of any of these in the workplace. It applies whether or not the information is confidential.

Headway Hertfordshire is committed to ensuring that any staff or volunteers' concerns of this nature will be taken seriously and investigated. A disclosure to Headway Hertfordshire will be protected if the person raising concerns has an honest and reasonable suspicion that the malpractice has occurred, is occurring or is likely to occur.

Staff who raise concerns reasonably and responsibly will not be penalised or victimised in any way.

2. Related Headway Hertfordshire policies and procedures:

Confidentiality Policy
Complaints Procedure
Disciplinary Policy and Procedure
Grievance Policy

3. Staff Responsibilities

3.1 CEO

To ensure that all staff and service users have access to and are aware of this policy
To ensure that safeguards are in place to protect the rights of staff and volunteers.
To ensure that staff and volunteers are aware of how to take concerns forward.

3.2 Headway Staff and Volunteers

To be aware of and understand how to take this policy forward.

4. Audit Plan

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The Trustees and CEO as part of the annual audit plan will audit adherence to this policy.

5. Scope

This policy applies to all Headway trustees, staff and volunteers.

6. Staff training

All Headway Hertfordshire trustees, staff and representatives to be made aware of and adhere to this policy.

All new Headway Hertfordshire trustees, staff and volunteers should be made aware and understand this policy during their induction period.

7. References

Shipman Report 2004

Staff Handbook

NICE – Whistle blowing Policy and Procedure 2004

Public Interest Disclosure Act 1998 (amended in June 2013)

Equality Act 2010

8. Procedure

If the allegations relate to a matter, which you could raise as a grievance you may if you wish raise them as a grievance following the Grievance procedure set out in the Staff Handbook.

Alternatively, you should follow the procedure below.

(1) This procedure applies to the following allegations:

- that a criminal offence has been, is being, or is likely to be committed;
- that a person has failed, is failing, or is likely to fail to comply with any legal obligation to which they are subject;
- that a miscarriage of justice has occurred, is occurring, or is likely to occur;
- that the health and safety of any individual has been, is being, or is likely to be endangered;
- that the environment has been, is being, or is likely to be damaged;
- that information tending to show any matter falling within one of the above categories has been, is being, or is likely to be deliberately concealed.

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(2) In the first instance, you should make any allegation covered by this procedure in writing to either the CEO or designated Trustee, whoever you feel more comfortable approaching about your allegation.

(3) A record will be made of receipt of the disclosure and the CEO or the appropriate trustee if the allegation is about the CEO will investigate the disclosure.

(4) Once the investigation is completed, you will be inform, subject to any third party rights, of the outcome of the investigation.

For information the current post holders as at July 2017 are:

Trustee – Christopher Williamson Whistleblowing@headway-herts.org.uk

CEO – John Archer (John@headway-herts.org.uk)

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