Whistleblowing Policy

All organisations face the risk of things going wrong or of unknowingly harbouring malpractice. The Charity believes that it has a duty to identify such situations and take the appropriate measures to remedy the situation. By encouraging a culture of openness within our Charity, the Charity believes it can help prevent malpractice – prevention is better than cure. That is the aim of this policy.

By encouraging a culture of openness, the Charity wants to encourage you to raise issues which concern you at work. You may be worried that by reporting such issues you will be opening yourself up to victimisation or detriment or risking your job security; that is quite understandable. However, all staff now enjoy statutory protection if they raise concerns in the right way. This policy is designed to give you that opportunity and protection. Provided you have reasonable belief that your disclosure is in the public interest and you comply with this Whistle Blowing Policy it does not matter if you are mistaken.

The wrongdoing must be in the public interest. This means it must affect others, for example the general public. Examples of complaints that may count as whistleblowing are a criminal offence, for example fraud, someone's health and safety is in danger, sexual harassment, the charity is breaking the law, for example doesn't have the right insurance or you believe someone is covering up wrongdoing.

If there is anything which you think the Charity should know about, please use the procedure outlined in this policy. By knowing about malpractice at an early stage, the Charity stands a good chance of taking the necessary steps to safeguard the interests of all staff and protect the Charity. In short, please, do not hesitate to "blow the whistle" on malpractice.

This policy is not the normal Grievance Procedure. If you have a complaint about your own personal circumstances (for example bullying, harassment, discrimination) then you should use the normal Grievance Procedure.

Policy

The charity is committed to this policy. If you use this policy to raise a concern the charity gives you its assurance that you will not suffer any form of retribution, victimisation or detriment. The charity will treat your concern seriously and act according to this policy. You will not be asked to prove anything. If you ask for a matter to be treated in confidence the charity will respect your request and only make disclosures with your consent as far as possible. You will be given feedback on any investigation and the charity will be sensitive to any concerns you may have as a result of any steps taken under this procedure.

If you are concerned about any form of malpractice you must complete the Whistle Blowing Form, a copy of which can be found at Appendix A and a copy of this form passed to the designated Whistle Blowing Officer, the Director of People and Development.

How the Charity Will Respond

After you have raised your concern the charity will decide how to respond in a responsible and appropriate manner under this policy. Usually this will involve making internal enquiries first, but it may be necessary to carry out an investigation at a later stage which may be formal or informal depending on the nature of the concern raised.

As far as possible, the charity will keep you informed of the decisions taken and the outcome of any enquiries and investigations carried out. However, the charity will not be able to inform you of any matters which would infringe the duty of confidentiality owed to others.

Raising your concern externally (exceptional cases)

The main purpose of this policy is to give you the opportunity and protection you need to raise your concerns internally. The charity would expect that in almost all cases raising concerns internally would be the most appropriate action for you to take.

However, if for whatever reason, you feel you cannot raise your concerns internally and you honestly and reasonably believe the information and any allegations are true, you should consider raising the matter with the appropriate regulator.

Caution: If you have good reasons for not using the internal or regulatory disclosure procedures described above, you may consider making wider disclosure. However, whistle blowers who make wider disclosures of this type will only be protected (from victimisation and suffering detriment) in certain circumstances. The charity recommends that you take legal advice before following this course of action since we believe it will be in your own interests to do so.

Appendix A Whistle Blowing Form

Making a public interest disclosure (whistleblowing)
This form is intended for use by any individual working for the charity (including contractors, agency workers and volunteers) who wishes to raise an issue about wrongdoing. This form should be used to report wrongdoing within the charity (for example, financial irregularities, sexual harassment or health and safety concerns), rather than to raise a personal grievance (for example if you are complaining that your contract of employment has been breached). If you are unsure about whether your concerns are best dealt with under the charity's whistleblowing policy or grievance procedure, please read the charity's whistleblowing policy, which provides examples of the issues that should be reported using this form. If, having read the whistleblowing policy, you remain unsure about which procedure to use, please consult the People Team for further advice. Once you have submitted this form, the charity's whistleblowing procedure will be invoked. This will result in an investigation, which will not involve anyone (for example, your line manager) you may have implicated below. In certain circumstances, you can request that your concerns be kept anonymous. Where possible, the charity will respect a request for anonymity, but cannot guarantee that it will be able to do so. This form should be completed and delivered to the Director of People and Development in an envelope marked "confidential" or sent as an email attachment with "confidential" in the subject line to Julie.rees@tenovuscancercare.org.uk . You MUST ensure that you receive a receipt for the form.
Formal public interest disclosure (whistleblowing)
Name:
Job title:
Department:
Date:

Does your public interest disclosure relate to your line manager?	Yes/No

Summary of disclosure:

Please set out the details of the issue that you wish to raise, providing examples where possible, particularly dates, times, locations and the identities of those involved. You may attach additional sheets if required.

Individuals involved:

Please provide the names and contact details of any people involved in your concerns, including witnesses.

Outcome requested:

Please set out how you would like to see the issue dealt with, and why and how you believe that this will resolve the issue.

Declaration:

I confirm that the above statements are true to the best of my knowledge, information and belief. I understand that, if I knowingly make false allegations, this may result in the charity taking disciplinary action against me.

Form completed by:	
Signature:	

For completion by the charity:

Date form received by the charity:	
Name of recipient and job role:	
Signature:	