

EXAMPLE

Whistleblowing Policy

**Introduction**

Our company is committed to achieving the highest possible standards of service, including honesty, openness and accountability and recognises that employees have an important role to play in achieving this goal.

Any of us may at one time or another have concerns about what is happening at work. Often these concerns are easily resolved. However, where the concern involves, for example, a danger to the public or colleagues, illegal practice, misconduct or financial malpractice, it can be difficult to know what to do.

**Background to the whistleblowing policy**

TSD 4 Foster Carers has introduced this policy to enable everyone to blow the whistle safely when appropriate so that such issues are raised at an early stage and in the right way. TSD 4 Foster Carers welcomes information about genuine concerns and is committed to dealing responsibly, openly and professionally with them.

This policy relates to serious or sensitive concerns about matters such as:

* + - Fraud or financial irregularity
    - Corruption, bribery or blackmail
    - Failure to comply with legal or regularity duty or obligation
    - Malpractice or abuse of a client including improper discrimination or relationships with clients
    - A miscarriage of justice.
    - Endangering the health and safety of any individual or individuals.
    - Endangering the environment.

The policy does NOT apply to:

* + Relationships between employees, their managers and TSD 4 Foster Carers for which harassment, bullying and other dispute procedures are more appropriate.
  + Concerns or complaints by members of the public to which the Complaints Procedure would apply.
  + Concerns or complaints about the behaviour of Elected Members working with TSD 4 Foster Carers to which the Members Code of Conduct would apply.

Aims of this policy

* To have a clear whistleblowing approach for raising concerns about illegal practice, misconduct or financial malpractice, dangers to the public or staff within TSD 4 Foster Carers.
* Objectives of the policy
* To ensure:
  + there is a clear framework in place so TSD 4 Foster Carers can support any employee that whistle blows
  + that staff understand the position on whistleblowing
  + that the whistleblower feels confident enough to raise concerns
  + that the whistleblower feels reassured that they will be protected from reprisals or victimisation where they reasonably believe the disclosure to be made in the public interest.

Implementing the policy

* We will do this by:
* Publishing and publicising the whistleblowing policy and procedure on the website
* Ensuring effective training is in place for all staff so that they know when and how to blow the whistle
* Ensuring that the whistle blower has a confidential method of raising concerns, including establishing a means of registering concerns through a Monitoring Officer
* Setting out clearly how concerns will be dealt with;how further steps can be taken or how to seek independent advice outside of TSD 4 Foster Carers.
* Roles and responsibilities for implementing and monitoring and reviewing
  + The Monitoring Officer will maintain a register containing all concerns that are brought to their attention
  + Managers looking into the concern must ensure that the Monitoring Officer, Director of Standards and Improvement, is provided with sufficient details of the concerns for the register
  + The Monitoring Officer will review the register and produce an annual report to the TSD 4 Foster Carers director and any other relevant forums. The report will not mention any employees, only the concerns raised, the number of such concerns, division they related to and highlighting any subsequent outcome(s)

The whistleblowing policy will be reviewed annually by the Monitoring Officer in conjunction with the Head of Human Resources and the Joint Heads of Audit to judge its effectiveness, or updated sooner in accordance with changes in legislation