

## Telford Mind Policy on Whistleblowing

Someone 'blows the whistle' when they tell their employer, a regulator, the police or the media about a dangerous or illegal activity that they are aware of through their work. Examples of such concerns could include financial malpractice, a criminal offence, endangering health and safety, damage to the environment, or incompetent practice. The Public Interest Disclosure Act protects workers from victimisation when they decide to 'blow the whistle'. Telford Mind is committed to maintaining the highest standards of honesty, openness and accountability in its role and responsibilities.

All staff (paid or unpaid) are therefore assured that they can confidentially raise concerns that relate to improper behaviour within the organisation without putting their job at risk. Telford Mind strongly encourages employees to feel confident enough to report any concerns they may have using the organisation's own whistleblowing procedures (see attached). Providing a report is made in good faith then even if their concerns are not confirmed by subsequent investigation their actions will be valued and appreciated. Employees will not be liable to disciplinary action and their job will not be at risk. Only if a false report is made maliciously or for personal gain, or if an employee knowingly withholds information that they should have disclosed, will they be liable to face disciplinary action.

Employees have the right to have representation throughout the process if they wish. Telford Mind will take all reasonable steps to preserve anonymity whenever possible. The independent charity Public Concern at Work can give advice about whistleblowing and raising concerns about serious malpractice. Their telephone number is 020 7404 6609 and their website is [www.pcaw.co.uk](http://www.pcaw.co.uk).

### Telford Mind Whistleblowing Procedure

If you suspect malpractice, incompetence, a criminal offence, inadequate health and safety practice, or if you have any other serious concerns about the way Telford Mind operates then you must:

- Raise the issue with your line manager or co-ordinator. If the matter is straightforward and it is clearly within your line manager's power to resolve the issue then they will take appropriate action in response.
- If there is more serious cause for concern, or if dealing with the issues you have raised clearly comes outside of the normal course of your line manager or co-ordinator's responsibilities, then they in turn will raise the matter with their line manager. You will be kept informed by your manager / co-ordinator of what is being done to resolve the issue.
- If you are not satisfied with the response, or if the matter concerns these people directly and you do not feel that you can approach them in the first place then you can contact the Chair of Telford Mind. The Chair will arrange to investigate the issue and/or will hand over any relevant information to bodies such as the Police, Inland Revenue, CSCI (Commission for Social Care Inspection) etc for investigation.
- Your concerns will be investigated and you will receive feedback as to how the matter has been handled. If you raise your concerns appropriately and in good faith via the channels listed above then you are usually protected by the Public Interest Disclosure Act 1998 and you will receive full support from Telford Mind throughout the process. Your anonymity will be protected as far as is reasonably practical. You are entitled to consult with a union or similar representative throughout the process if you wish, for extra support.

Signed:

Date: