

12.10

WHISTLE BLOWING POLICY

- Any concerns that a member of staff has should be discussed with the Manager at the earliest opportunity to be able to sort out the problem as soon as possible to ensure the problem can be dealt with appropriately.
- Disclosure of information should be recorded and procedure below should be followed if:
 - Criminal offence has been committed or likely to be committed.
 - That a person has failed, failing or likely to fail to comply with an legal obligation to which they are subject
 - That a miscarriage of justice that has occurred, is occurring, or is likely to occur
 - That the health or 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 of the above, is being, or is likely to be, deliberately concealed.

Procedure:

- If the information relates to safeguarding then this policy should be followed.
- Where one or more of the above circumstances have been listed about has occurred staff should promptly report it to the Manager. If it relates to the Manager then the senior member of staff should be informed.
- Staff will suffer no detriment of any sort for making such as disclosure and any disclosure made will be taken seriously and kept confidential.
- Any member of staff who victimizes a member of staff who makes a disclosure will be subject to disciplinary procedures and potentially in dismissal.
- Failure to report serious matters can also lead to disciplinary procedures.
- Any Manager who does not deal appropriately with a whistle blowing incident can be done for gross misconduct and could lead to dismissal.