



HNWL North West London Whistle Blowing Policy [Disclosure of information in the public interest]

1. Policy Statement

HNWL North West London (HNWL) 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.

HNWL is committed to ensuring that any staff or volunteers' concerns of this nature will be taken seriously and investigated. A disclosure to the HNWL group 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 HNWL policies and procedures:

Confidentiality Policy
Complaints Procedure
Disciplinary Policy and Procedure
Grievance Policy

3. Staff Responsibilities

3.1 Co-ordinator

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 / volunteers are aware of how to take concerns forward.

3.2 HNWL Staff and volunteers

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

4. Audit Plan

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The Trustees, Directors and Co-ordinators as part of the annual audit plan will audit adherence to this policy.

5. Scope

This policy applies to all HNWL staff and volunteers.

6. Staff training

All HNWL staff and representatives to be made aware of and adhere to this policy. All new HNWL 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

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.

(2) In the first instance, you should make any allegation covered by this procedure in writing to your Co-ordinator or such other person as may be appropriate or we may from time to time specify.

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(3) A record will be made of receipt of the disclosure and we will either investigate the disclosure or arrange for an appropriate member of the senior management team to do so.

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

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