



## **Whistle Blowing Policy**

In order to maintain the highest standards in our organisation, employees are encouraged to raise serious concerns about possible malpractice, in good faith and be protected from possible reprisals or victimisation. Examples include; criminal offences, health and safety of an individual, damage to the environment, sexual or physical abuse of any worker or service user, discrimination based on disability, concealing information about any of these examples.

### **Procedure for investigating, recording and reporting allegations of malpractice.**

Where a complaint of malpractice is received under the Whistle Blowing Policy the following procedure shall apply when investigating the allegations made:

1. Where an allegation of malpractice is raised with a line manager they will immediately pass on in writing the allegation to the BBUFA Development Manager (unless the allegation refers to the Development Manager, in which case the matter will be immediately be passed to the Board).
2. The Development Manager will nominate a person to carry out an investigation or carry out an investigation themselves (unless the allegation refers to the Development Manger in which case a member of the board will carry out the investigation).
3. a written acknowledgement of the concern will be sent within five working days setting out:
  - Who is handling the investigation;
  - How that person can be contacted;
  - Whether further assistance may be needed.
4. The person investigating must within five more working days write to the complainant summarising the allegations made.
5. Financial irregularity will not be investigated under the Whistle Blowing Policy.
6. The investigating person will:
  - Conduct the investigation;
  - Comply with the Human Rights Act 1998;
  - Where anonymity is requested, ensure every effort is made to guarantee such confidentiality;
  - Propose an action plan for improvement where this is necessary;
  - Report the outcome to the most senior person in the organisation;
  - Update the complainant of the progress made.

A central register will be kept of all complaints received. This shall be reviewed annually to identify the number of complaints, the outcome of each investigation including action plans for improvement.