

Market: UK	Authorised: _____	Date: _____	Page 1
<b>WHISTLE-BLOWING POLICY</b> Version 4.0 Last Up-dated 01 February 2008 ©GMP Systems, Year 2008			

*This Policy will detail the procedures to be followed where an alleged matter of serious concern perpetrated by a member of staff has been observed and reported. This is known as "whistle-blowing".*

1. It is the policy at (----- name of the Day Centre ----- ) to encourage the reporting to management of all matters of serious concern involving a member of staff, and for persons to feel that they can do so freely and without fear of reprisals or intimidation. Matters of serious concern will include, but may not be limited to, the following:
  - 1.1 Professional malpractice.
  - 1.2 Abuse of a service user.
  - 1.3 Criminal activities (theft / embezzlement / assault, etc)
  
2. Persons reporting such incidents can include the following:
  - 2.1 Fellow staff members (peers).
  - 2.2 Service users.
  - 2.3 Family / relatives / friend of a service user.
  - 2.4 Professional person acting on behalf of a service user (advocate / minister of religion, etc).
  
3. Where an incident of serious concern is alleged the person making the allegation must report this directly to the Manager. He / she will be assured that appropriate enquiries will be made to establish the nature / reality of the incident, and that such enquiries will be carried out discreetly and in confidence. Wherever possible, the identity of the person reporting the incident will be kept anonymous.
  
4. Where preliminary enquiries show that further investigations need to be made, then the Manager will inform the staff member against whom the allegations have been made.
  
5. Where the alleged offence is of a serious nature, the following action will be taken:
  - 5.1 The staff member at the centre of the allegation will be suspended immediately on full pay pending the outcome of the investigation. The staff member will be informed of the necessity for this action and will be assured that, at this point, there is no inference of guilt.
  - 5.2 Where it is believed the staff member has committed an offence prescribed by relevant regulations, details will be reported to the appropriate Protection Registers as follows, irrespective of whether disciplinary procedures are completed and whether or not the employee concerned is suspended from duty:
    - Protection of Vulnerable Adults Register
    - Protection of Children Register

Refer to Policy No 325 in respect of special procedures to be followed for the Protection of Vulnerable Adults in accordance with the requirements of the Guidance Document "No Secrets" (Department of Health, 2000), and the "Protection of Vulnerable Adults Scheme" (Department of Health, 26 July 2004):
  - 5.3 Report the matter to the Police, as appropriate to circumstances.
  
6. A full investigation will be undertaken, interviewing all parties concerned in the allegation. This may include other staff and a client's family, relatives and advocates as appropriate.