

# Pioneering Care Partnership (PCP) Whistleblowing Policy



## Aim

PCP is committed to managing the organisation in the best way possible. This policy is in place to reassure people that it is safe and acceptable to speak up and enable concerns to be raised at an early stage and in the right way.

Employees and volunteers can express concerns about malpractice/wrongdoing and PCP encourages people to raise these at an early stage and in an appropriate way in line with the Public Interest Disclosure Act 1998, where they have a legitimate work place concern.

## Policy Statement and Principles

The Board, Chief Executive and Senior Management Team are committed to this Policy. If a genuine concern is raised under this policy, employees will not be at risk of losing their job or suffering any detriment (such as reprisal or victimisation). Provided they acted in good faith, it does not matter if the concerns are genuinely mistaken or if there is an innocent explanation. This assurance is not extended to those who maliciously raise a matter they know is untrue. If, following a thorough investigation, it is found that a matter was raised maliciously; this will be dealt with under the Disciplinary Policy.

This policy is to be applied consistently and in line with PCP core values or principles. Rather than wait for proof, PCP would prefer potential issue to be raised when the matter when it is still a concern. PCP:

- Encourages openness;
- Provides accessible and reliable channels to disclose potential wrongdoing ;
- Ensures protection against retaliation; and
- Uses learning to protect against future wrongdoing.

## Scope

This Policy applies to all staff who work for PCP whether full-time or part-time, self-employed, employed through an agency or as a contractor. This Policy also applies to PCP volunteers, including PCP Trustees and work placement students.

The Whistleblowing Policy is intended to cover serious public interest concerns that fall outside the scope of other procedures. These, as stated in the Act are that in the reasonable belief of the employee, the following matters are either happening now, have happened, or are likely to happen:

- Financial malpractice, irregular use of money or resource, or fraud
- Failure to comply with a legal obligation or Statutes
- Dangers to Health & Safety of individuals, groups or the environment
- Criminal activity
- Improper conduct or unethical behaviour
- Attempts of concealment.

## Exclusions

This Policy is non-contractual.

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This Policy does not apply to complaints about employment or how employees have been treated. For cases such as this, the Grievance Procedure should be used.

This policy does not replace PCP's Comments and Complaints Procedure, which should be used by volunteers and service users to deal with specific incidents relating to projects or services.

## Definitions

**Whistleblowing**, the official name for Whistleblowing is 'making a disclosure' in the public interest'. It means that if you believe there is wrongdoing in your workplace, you can report this by following the correct processes and your employment rights are protected.

**Malpractice**, could be improper, illegal or negligent behaviour by anyone in the workplace.

## Responsibilities

**Trustees** are responsible for approving and reviewing this Policy as part of the review cycle.

**Senior Managers** are responsible for ensuring that the Policy is reviewed, disseminated and implemented and addressing any concerns raised through this Policy.

**Human Resources** are responsible for ensuring that this Policy and associated procedures remain compliant with legislation.

**Line Managers** are responsible for applying the Policy and procedures, communicating the Policy to staff, ensuring staff operate in the public interest and eradicating any potential poor practice within operational teams.

**Employees & Volunteers** are responsible for upholding best practice standards, reading and operating within PCP policies and procedures, adhering to PCP core values and raising concerns with their line manager.

## Related Policies and Procedures

This Policy should be read in conjunction with the following PCP policies, procedures or guidance:

- Whistleblowing Procedure
- Confidentiality Policy
- Charter of Service Standards
- Core Values
- Dignity at Work Policy and Procedures
- Grievance Policy and Procedures
- Disciplinary Policy and Procedures
- Comments and Complaints Procedure

## Relevant Legislation

This Policy is in line with the following relevant legislation:

- Public Interest Disclosure Act 1998

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## Monitoring and Review

This Policy will be reviewed by Human Resources on a regular basis to ensure that it remains compliant. A full formal review will also take place every 3 years by Senior Management Team as part of the Policy Review Cycle, and approved by the Board of Trustees.

The Impact Assessment will be monitored and reviewed every 3 years by HR as part of the Policy Review cycle.

**July 2017**

## Policy document tracking

Action	Date(s)
Draft to SMT:	27 <sup>th</sup> July 2017, 8 <sup>th</sup> August 2017
Draft to Board:	21 <sup>st</sup> August 2017
Ratified by Board:	21 <sup>st</sup> August 2017
Approved Policy circulated to SMT:	4 <sup>th</sup> September 2017
Approved Policy uploaded to shared:	4 <sup>th</sup> September 2017
Approved Policy circulated to staff:	4 <sup>th</sup> September 2017
Interim Review Date:	
Main Review Date:	August 2020
SMT Lead for Review	Carol Gaskarth

### Pioneering Care Partnership

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