



<b>Policy No:</b> JSD/HR/15	<b>Authorised by:</b> Davina Powell	<b>Review Date:</b> 28th October 2023
<b>Policy Date:</b> 12th April 2021		<b>Date of Next Review:</b> 27th October 2024
<b>WHISTLEBLOWING</b>		

## 1. What is Whistleblowing?

In this policy 'Whistleblowing' means the reporting by employees of suspected misconduct, illegal acts or failure to act within the SJD Homes.

The aim of this Policy is to encourage employees and others who have serious concerns about any aspect of SJD Homes work to come forward and voice those concerns.

Employees are often the first to realise that there may be something seriously wrong within the work environment. Whistleblowing' is viewed as a positive act that can make a valuable contribution to the efficiency and long-term success. It is not disloyal to colleagues or the managers to speak up.

The management team are committed to achieving the highest possible standards of service and the highest possible ethical standards in public life and in all of its practices. To help achieve these standards it encourages freedom of speech.

**If you are considering raising a concern you should read this policy first. It explains:**

- the type of issues that can be raised
- how the person raising a concern will be protected from victimisation and harassment
- how to raise a concern, and
- what the management team/directors will do.

## 2. What is the aim of the Policy and when does it apply?

### 2.1. Aims of the Policy

The Policy is designed to ensure that you can raise your concerns about wrongdoing or malpractice within the 'children home' without fear of victimisation, subsequent discrimination, disadvantage or dismissal.

It is also intended to encourage and enable you to raise serious concerns rather than ignoring a problem or 'blowing the whistle' outside.

This Policy aims to:

- encourage you to feel confident in raising serious concerns at the earliest opportunity and to question and act upon concerns about practice
- provide avenues for you to raise those concerns and receive feedback on any action taken

- ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied
- reassure you that you will be protected from possible reprisals or victimisation if you have made any disclosure in good faith.

## **2.2. Scope of this Policy**

This Policy is intended to enable those who become aware of wrongdoing in the 'Home' affecting some other person or service, to report their concerns at the earliest opportunity so that they can be properly investigated.

### **The Whistle Blowing Policy is not intended to replace existing procedures:**

If your concern relates to your own treatment as an employee, you should raise it under the existing grievance or harassment procedures.

If a child has a concern about services provided to him/her, it should be raised as a complaint to manager on duty. Complaints of misconduct by any employee will be dealt with under a separate procedure (for further information please see Disciplinary Procedure)

## **2.3. Who can raise a concern under this Policy?**

### **The Policy applies to all:**

All employees of SJD Homes which includes temporary agency staff and sessional workers can use this policy.

## **2.4. What should be reported?**

**Any serious concerns that you have about service provision or the conduct of any members of staff that:**

- make you feel uncomfortable in terms of known standards are not in keeping with the 'Homes' and policies.
- fall below established standards of practice; or
- are improper behaviour.

### **These might relate to:**

- conduct which is an offence or a breach of the law (a criminal offence has been committed or failing to comply with any other legal obligation)
- disclosures related to miscarriages of justice
- racial, sexual, disability or other discrimination
- health and safety of the public and/or other employees
- damage to the environment
- unauthorised use of public funds or other assets
- possible fraud and corruption
- neglect or abuse of clients, or
- other unethical conduct.

***This list is not exhaustive.***

### **3. Protecting the Whistle-blower**

#### **3.1. Your legal rights**

This policy has been written to take account of the Public Interest Disclosure Act 1998 which protects workers making disclosures about certain matters of concern, when those disclosures are made in accordance with the Act's provisions and in the public interest.

**The Act makes it unlawful for dismiss anyone or allow them to be victimised on the basis that they have made an appropriate lawful disclosure in accordance with the Act.**

#### **3.2. Harassment or Victimisation**

The Directors are committed to good practice and high standards and to being supportive of you as an employee.

The Directorship recognises that the decision to report a concern can be a difficult one to make. If you honestly and reasonably believe what you are saying is true, you should have nothing to fear because you will be doing your duty to your employer, your colleagues and those for whom you are providing a service.

The Directors will not tolerate any harassment or victimisation of a whistle blower (including informal pressures) and will take appropriate action to protect you when you raise a concern in good faith and will treat this as a serious disciplinary offence which will be dealt with under the disciplinary rules and procedure.

#### **3.3. Support to you**

##### **Throughout this process:**

You will be given full support from senior management at SJD's Homes as your concerns will be taken seriously, and the Directors will do all it can to help you throughout the investigation.

If appropriate, the management will consider temporarily other duties or re-deploying you for the period of the investigation.

#### **3.4. Confidentiality**

All concerns will be treated in confidence and every effort will be made not to reveal your identity if that is your wish. If disciplinary or other proceedings follow the investigation, it may not be possible to take action as a result of your disclosure without your help, so you may be asked to come forward as a witness. If you agree to this, you will be offered advice and support.

#### **3.5. Anonymous Allegations**

This Policy encourages you to put your name to your allegation whenever possible. If you do not tell us who you are it may be much more difficult for us to protect your position or to give you feedback. This policy is not ideally suited to concerns raised anonymously.

Concerns expressed anonymously are much less powerful, but they may be considered at the discretion of the 'SJD's Homes management team'. In exercising this discretion, the factors to be taken into account would include:

- the seriousness of the issue raised
- the credibility of the concern, and
- the likelihood of confirming the allegation from other sources

### 3.6. Untrue Allegations

If you make an allegation in good faith and reasonably believing it to be true, but it is not confirmed by the investigation, the instigating officer will recognise your concern and you have nothing to fear. If however, you make an allegation frivolously, maliciously or for personal gain, appropriate action that could include disciplinary action may be taken.

## 4. Raising a Concern

### 4.1. Who should you raise your concern with?

This will depend on the seriousness and sensitivity of the issues involved and who is suspected of the wrongdoing. You should normally raise concerns with the Line Manager or one of the directors.

If, exceptional, the concern is about one of the Directors your concern should be raised (LOCAL AUTHORITY/OFSTED) who will decide how the investigation will proceed. This may include external investigation.

<p>Ms Davina Powell (Registered Manager) <b>20 Wiverton House SE26 5JY</b> TELEPHONE: 07545373445 0203 5604262 EMAIL: - <a href="mailto:davina.powell@sjdhomes.co.uk">davina.powell@sjdhomes.co.uk</a> <a href="mailto:info@sjdhomes.co.uk">info@sjdhomes.co.uk</a></p>	<p>Sharon Powell (Home Co-Ordinator) <b>20 Wiverton House SE26 5JY</b> TELEPHONE: 07462652637 0203 5604262 EMAIL: - <a href="mailto:sharon.powell@sjdhomes.co.uk">sharon.powell@sjdhomes.co.uk</a> <a href="mailto:info@sjdhomes.co.uk">info@sjdhomes.co.uk</a></p>
<p><b>It is important that you know you</b></p>	

<p><b>can also contact:</b></p>	
<p><b>Ofsted</b></p> <p>National Business Unit</p> <p>Piccadilly Gate</p> <p>Store Street</p> <p>Manchester</p> <p>M1 2WD</p> <p>Tel: 0300 1231231</p>	<p><b>Care Leavers Association</b></p> <p>40 Fountain Street</p> <p>4th Floor</p> <p>Manchester</p> <p>M2 2BE</p> <p>United Kingdom</p> <p>Tel: 0161 826 0214</p>
<p><b>National Youth Advocacy Service</b></p> <p>If you are a child, young person, or ringing on behalf of a child, young person or vulnerable adult and need help, information, or advice, please contact freephone helpline or email <a href="mailto:help@nyas.net">help@nyas.net</a>.</p> <p>HELPLINE: 0808 808 100</p>	<p><b>Making a complaint to Bromley</b></p> <p>Please contact: -</p> <p>Children's social care complaints</p> <p>Tel: 020 8461 7644</p> <p>Civic Centre, Stockwell Close, Bromley, BR1 3UH</p>
<p><b>Local Authority Designated Officer (LADO) Lead</b></p> <p>Named Person: Gemma Taylor</p> <p>Local Authority Designated Officer (LADO) Quality Improvement Service Bromley Children's Social Care Email: <a href="mailto:Gemma.Taylor@bromley.gov.uk">Gemma.Taylor@bromley.gov.uk</a></p> <p>For LADO Referrals/Enquiries please use: <a href="mailto:LADO@bromley.gov.uk">LADO@bromley.gov.uk</a></p> <p>Tel: 0208 461 7775</p> <p>Mob: 07850 921 631</p>	

#### 4.2. How to raise a concern

You may raise your concern by telephone, in person or in writing. The earlier you express your concern, the easier it is to take action. You will need to provide the following information:

- the nature of your concern and why you believe it to be true
- the background and history of the concern (giving relevant dates)

Although you are not expected to prove beyond doubt the truth of your suspicion, you will need to demonstrate to the person contacted that you have a genuine concern relating to suspected wrongdoing or malpractice within the Council and there are reasonable grounds for your concern.

You may wish to consider discussing your concern with a colleague first and you may find it easier to raise the matter if there are two (or more) of you who have had the same experience or concerns.

You may invite your trade union, professional association representative or a friend to be present for support during any meetings or interviews in connection with the concerns you have raised.

## **5. What SJD's Home will do?**

The management team will respond to your concerns as quickly as possible. Do not forget that testing your concerns is not the same as either accepting or rejecting them.

The overriding principle will be the public interest. In order to be fair to all employees, including those who may be wrongly or mistakenly accused, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take.

The investigation may need to be carried out under terms of strict confidentiality, i.e. by not informing the subject of the complaint until (or if) it becomes necessary to do so. In certain cases however, such as allegations of ill treatment of others, suspension from work may have to be considered immediately. Protection of others is paramount in all cases.

Where appropriate, the matters raised may:-

- be investigated by management, or one of the directors or through the disciplinary/grievance process
- be referred to the police
- be referred to the external auditor
- be referred and put through established child protection/abuse procedures
- form the subject of an independent inquiry

Within 10 working days of a concern being raised, the person investigating your concern will write to you:

- acknowledging that the concern has been received
- indicating how the SJD Homes proposes to deal with the matter
- supplying you with information on staff support mechanisms telling you whether further investigations will take place and if not, why not.

The amount of contact between you and the officers considering the issues will depend on the nature of the matters raised, the potential difficulties involved and the clarity of your information. It is likely that you will be interviewed to ensure that your disclosure is fully understood.

Any meeting can be arranged away from your workplace, if you wish, and a representative or a friend may accompany you in support.

SJD Homes will do what it can to minimise any difficulties that you may experience as a result of raising a concern. For instance, if you are asked to give evidence in criminal or disciplinary proceedings, the 'Home manager' or directors will arrange for you to receive appropriate advice and support.

You need to be assured that your disclosure has been properly addressed. Unless there are any legal reasons why this cannot be done, you will be kept informed of the progress and outcome of any investigation.

#### **6. The Responsible Person**

The Responsible Person has overall responsibility for the maintenance and operation of this Policy.

#### **7. How the Matter can be Taken Further**

This Policy is intended to provide you with an avenue within SJD Homes to raise concerns. The management team hopes you will be satisfied with any action taken. If you are not, and you feel it is right to take the matter outside the 'Home'.

If you raise concerns outside the 'SJD Homes you should ensure that it is to one of these prescribed contacts. A public disclosure to anyone else could take you outside the protection of the Public Interest Disclosure Act and of this Policy.

You should not disclose information that is confidential to other staff in the 'Home' or to anyone else, such as a client or staff except to those included in the list of prescribed contact.

