



WHISTLE BLOWING POLICY

Aim:

- To provide a service to all members of iMap staff, irrespective of department, who have major concerns that fall outside the scope of other procedures.
- To provide avenues for you to raise concerns in confidence and receive feedback on any action taken.
- To ensure you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied.
- To reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made a disclosure in good faith.

Rationale:

- Whistle blowing encourages and enables employees to raise serious concerns within iMap Centre rather than overlooking a problem or 'blowing the whistle' outside.
- Children or adult service users cannot be expected to raise concerns where staff fail to do so. It is essential that staff are encouraged to report their concerns to the appropriate persons (Home Office 1991 p34).

Objectives:

- The policy applies to all staff, paid and voluntary, within the iMap Centre, and any visiting trade or other professional person who provide services to the iMap Centre or to the children and young people using the iMap Centre.
- iMap Centre is committed to the highest possible standards of openness, probity and accountability. In line with that commitment, we expect employees, and others that we deal with, who have serious concerns about any aspect of the Centre's work, to come forward and voice those concerns.
- This policy does not replace the Grievance Policy, the Safeguarding and Protection of Vulnerable Groups policy and the Statement of Staff Conduct and Professional Behaviour. It is intended to cover major concerns that fall outside the scope of other procedures.

Delivery and Responsibilities:

- Safeguarding & Victimisation

We recognise that the decision to report a concern can be a difficult one to make.

However, if you raise a concern via good faith, you will be protected from any harassment or victimisation. You will be perceived as doing your duty to your employer and to those for whom you are providing a service, and will have no action taken against you if the concern is not confirmed.

- Confidentiality & Anonymity

All concerns will be treated in confidence and every effort will be made not to reveal your identity if you wish. However, you may be asked to come forward as a witness at the appropriate time. You are encouraged to put your name to your allegation where possible – anonymously expressed concerns will be considered at the discretion of iMap Strategic Management Team who could take account of the seriousness of the issues raised, the credibility of the concern and the likelihood of confirming the allegation from attributable sources.

- How To Raise a Concern

As a first step you should normally raise concerns with your line manager, unless the concerns you have are about them, in which case you should approach their line manager. Concerns may be raised verbally or in writing, stating the background and history of the concern, and the reason why are you concerned.

You may feel the matter to be such a serious nature that you wish to contact iMap Responsible Officer immediately, and this can be done verbally or in writing. The Responsible Officer for Whistle Blowing is the Senior Teacher.

You may prefer to seek independent advice, and the bodies who could be available to you are recorded at the end of this policy.

In every case you should receive in ten working days a letter acknowledging the concern has been received, indicating how the matter may be dealt with and within an estimated time frame, and supplying you with information on staff support mechanisms.

You are entitled to be accompanied (by a professional representative) at any meetings arranged by the responsible person, and iMap will take steps to provide any necessary advice in respect of action you may encounter as a result of raising your concern.

iMap accepts you will need to be assured that the matter has been properly addressed. Thus, subject to legal constraints, we will inform you of the outcome of any investigation.

- How the Matter Can Be Taken Further

This policy is intended to provide you with an avenue within iMap Centre to raise concerns. We hope you will be satisfied with any action taken. If you are not and if you feel it is right to take the matter outside iMap, the following are possible contact points.

- Public Concern at Work (Tel: 020 7404 6609), a registered charity whose services are free and totally confidential.
- Your trade union.

- Your local Citizens Advice Bureau.
- Your Ofsted Inspector – 08456 404040
- The Police.
- Any other relevant statutory body.

If you do take the matter outside iMap, you should ensure you do not disclose confidential information. Check with the contact point about that.

Outcomes:

- Some concerns may be resolved by agreed action without the need for investigation.
- If urgent action is required this will be taken before any investigation is conducted.
- Within ten working days you will have a written response and an outline proposed action plan for dealing with your concern. This will be provided by the manager you raised the concern with.
- The Responsible Officer will maintain a record of concerns raised and the outcome (in a form which does not endanger your confidentiality) and will report as necessary to the Strategic Management Team, who meet monthly.
- The Strategic Management Team will cooperate with any approved external body in order to investigate a concern which has not been appropriately managed internally.

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Signed:	

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