**WHISTLEBLOWING FLOWCHART**

Serious allegation reported

Departmental

Director

Allegation Reviewed to ascertain if there is sufficient information to proceed

Fraud Department

Director of

HR & OD

Line

Manager

***YES***

Decision made on who is best placed to investigate. It could be;

* HR/Management
* Children and Adults
* Police
* Fraud Department

***NO***

Feedback to referrer

Investgation Report Compiled

Decision made by XXXX if further action needs taking

Feedback relevant and permitted information to referrer

FAQ’s

**Q What are the types of things that might get reported?**

A There is not an exhaustive list, but it may include the following;

* 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

**Q What support can I expect if I have raised serious concerns under this policy?**

A Throughout the process;

* you will be given full support from senior management
* your concerns will be taken seriously, and
* the Council will do all it can to help you throughout the investigation

If appropriate, the Council will consider temporarily re-deploying you for the period of the investigation.

**Q Will I suffer any backlash if I raise serious concerns?**

A If you reasonably believe that the concerns are being made in the public interest you are protected by The Public Interest Disclosure in the following ways::

- if an employee is dismissed because he has made a protected disclosure that will be treated as unfair dismissal

- in any event workers are given a new right not to be subjected to any ‘detriment’ by their employers on the ground that they have made a protected disclosure, and to present a complaint to an employment tribunal if they suffer detriment as a result of making a protected disclosure

**Q I am a manager and someone has sent me a whistleblowing complaint, what should I do with it?**

A You should contact HR who will support you with a review of the allegation and decide if there is a case to answer?????

If there is a case to answer then a decision will be jointly made about who is best placed to make a full investigation.