



Whistleblowing Policy

1. Policy

Future Directions CIC takes allegations of wrongdoing, or malpractice (in any form) very seriously and therefore seeks to ensure that employees, acting in good faith, who genuinely believe that wrongdoing is evident, are able to disclose the information without fear of detriment or victimisation, and in confidence. All employees are encouraged to be open about their concerns, and to express them at the earliest opportunity.

2. Qualifying Disclosures

Qualifying disclosures are disclosures of information where the worker reasonably believes one or more of the following matters is either happening, has taken place, or is likely to happen in the future:

- A criminal offence
- The breach of a legal obligation
- A miscarriage of justice
- A danger to the health and safety of any individual
- Damage to the environment
- Deliberate attempt to conceal any of the above.

3. Procedure

Concerns can be raised in the following ways:

3.1. Internal Disclosure – the Preferred Method

The disclosure may be made orally, or in writing, and should be made either to the employee's Manager, or another manager within Future Directions CIC. When making a disclosure it is important that as much information as possible is given so that the reasons for concern are apparent, and that further investigation may be made.

- All disclosures will be treated in the strictest confidence;
- Anonymous disclosures will be disregarded;
- No employee acting in good faith will suffer any detriment as a result of making a general disclosure about something of real concern to them.

The person to whom the disclosure is made must take reasonable steps to: -

- establish that the disclosure is made in good faith;
- investigate the details of the allegations to establish whether or not they are substantially true;
- if necessary and appropriate, refer the matter to the relevant authority, e.g. the Police, external auditors, Health & Safety Executive;
- report back to the person who made the initial allegation so that they are aware of the action being taken;
- inform the reporter of the outcome of the investigation.

Note

In certain circumstances the employee may feel that disclosure to his/her Supervisor and/or Manager may not be appropriate, as it is possible that either or both may be directly involved in or related to the disclosure. In such circumstances the employee is authorised to disregard the normal reporting structure and go to the level of management they believe is appropriate, having regard to all of the circumstances.

3.2. Anonymous Whistleblowing Phoneline

Future Directions CIC has a dedicated phone line where details of any concerns can be raised anonymously by leaving as much detail as possible on the voicemail.

The Whistleblowing Phoneline number is 07791 505 930. This number is published on our website and on service user and family leaflets.

The voicemail will be checked on a daily basis on weekdays and all concerns that are raised will be passed on to a senior manager to be investigated.

3.3. External Disclosures

Although Future Directions CIC requests that disclosures are made internally, employees who are concerned about wrongdoing or failures can make disclosures to an external body related to the disclosure being made. These are known as prescribed bodies or persons and details of these can be found at www.direct.gov.uk. If an employee makes a qualifying disclosure to such persons, it will be a protected disclosure provided the employee:-

- makes the disclosure in *good faith*;
- reasonably believes that the information, and any allegation it contains, are *substantially true*;
- and reasonably believes that the matter falls within the description of *matters for which the person or body has been prescribed*.

4. Disclosures to Unauthorised Persons

Any employee deemed to have disclosed confidential Company business to any individual/organisation not mentioned above (i.e. not a prescribed body or person) may be subject to disciplinary action up to and including dismissal.