

Whistleblowing

For use by whom:	All staff
Commencement Date:	September 2002
Reviewed:	May 2017
Next Review:	May 2018

Policy

This document has been written to comply with the **Public Interest Disclosure Act 1998**, which was introduced to protect employees who “blow the whistle” about wrongdoing.

The policy gives clear guidance to all members of staff regarding the correct procedure for bringing to attention any wrongdoing or suspected wrongdoing which they believe could affect the reputation of Langdon College, other members of staff, visitors, residents or any other organisation or person connected with Langdon College.

We wish to encourage all members of staff to be alert to wrongdoing and to raise such concerns in a sound way to demonstrate and ensure good practice in all our activities.

For the purpose of this policy, we consider that examples of potential malpractice in Langdon College would include:

Stealing, corruption, breach of contract, negligence, danger to health and safety, abuse of those in care, breach of Food safety/Hygiene regulations, discrimination, pollution, unethical conduct and the cover up of any of these.

The policy outlines:

- our commitment to openness and good communications
- the way of raising concerns in the workplace for our staff
- the availability of support to those raising issues of concern
- that we will consider malicious allegations as misconduct and possibly gross misconduct.

This procedure should not be confused with Grievance Procedure, which should be used, where the employees are aggrieved with their personal positions.

Students who are aggrieved about their individual situation should use their Complaints Procedure.

Communications and Openness

We consider that our employees have a considerable contribution to make in the development of our organisation and ensuring a constantly improving quality of service. Their contribution can be ensured by good communications throughout the organisation, enabling them to raise good ideas and concerns without fear or favour.

The College has developed policies, which meet the requirements of the law, the registration authority and good practice in care management. Particularly, relevant in this area are our policies relating to student care, health and safety, food safety and hygiene and equal opportunities.

Raising Concerns within the Workplace

Any employee who has a concern should raise it with their line manager or the senior manager on duty. The Principal will be available to all staff if that is more appropriate.

Employees should be assured that management will support all those who have an honest and reasonable suspicion that malpractice has occurred, is occurring, or is likely to occur. They will be promised confidentiality, if they so request, and protection from reprisals.

When an employee feels that they cannot raise the concern with their Supervisor or Manager, advice can be obtained from:

Public Concern at Work: This organisation will help you choose the best course of action.

They can be contacted on (between the hours of 9-6):

Whistle blowing Advice Line: 020 7404 6609

General Enquiries: 020 3117 2520

Fax: 020 7403 8823

Email:

Enquires: whistleblow@pcaw.org.uk

Helpline: helpline@pcaw.org.uk

Services: services@pcaw.org.uk

Malicious Allegations

Langdon College will be equally firm with those employees who make false allegations maliciously. They could leave themselves open to disciplinary actions, and even dismissal depending on the circumstances. (Those making allegations genuinely, and who act reasonably and responsibly, should have no fear of arbitrary decisions by the College management).

Langdon College hopes to never have to use the terms of this policy. However, it is essential that where anything goes wrong, we have the opportunity to put it right, and justify the trust placed in us by our students and other stakeholders. Equally, we wish to develop a relationship of trust with all our employees. We, therefore, need to know your concerns, and we promise to: -

- respect confidentiality
- investigate thoroughly
- provide support, and protection, if necessary
- agree to report back on the outcome of our investigation
- And, if possible, on any resultant action that is proposed.

Distribution and Review

This policy will be provided to every employee of Langdon College. It will be discussed and explained in full at staff induction. Langdon College will review this document annually or as circumstance dictates.

Signed:

Date: May 2017