

Whistleblowing Checklist

Information required:

Department and Service Area:		
Name of manager receiving concern:		
Name of employee raising concern:		
Date:		
Has the employee requested confidentiality?	<u>Yes</u>	<u>No</u>
If above answer is yes, please explain caveat*		

*will not disclose your identity, without your consent, unless required by law. For example, if you are an essential witness and further investigation would be prevented without revealing your identity or the concern could only have come from one service. Should this situation arise, we will discuss directly with you, whether and how the matter can best proceed.

Questions

<u>Q1</u>	Please provide me with some background and history of the concern, stating where possible: <ul style="list-style-type: none">• Names;• Dates;• Places;• Whether the information is first hand or hearsay; and• If the concern on-going
<u>Notes</u>	

Q2	When did the concern first arise and where relevant, what is prompting the decision to speak up now?
Notes	

Q3	What is alleged by the employee? What is their concern?
Notes	

Q4	Where the employee is voicing to someone other than their line manager (senior officer or designated officer), whether the employee has raised the concern with their line manager, why not and if so, with what effect
Notes	

Q5	Is the employee is anxious about reprisal?
Please reassure:	
<p>If you raise a genuine concern under this policy, you will not be at risk of losing your job or suffering any reprisal such as harassment, victimisation or bullying. Provided you are acting honestly, it does not matter if you are mistaken or if there is an innocent explanation for your concerns.</p> <p>If you do experience problems, we will treat any reprisals as a disciplinary matter. But please note, that the above assurance is not extended to those who maliciously raise a concern that they know is untrue.</p>	

Q6	Is there anything else relevant the employee should mention?
Notes	

Next Steps

- Now that we have listened to and recorded your concern, we will assess it and consider what further action may be needed;
- Initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take – but you will not be involved in this process;
- We will tell you who will be handling the matter, how you can contact them, and what further assistance we may need from you;
- If we think your concern falls more properly within our existing complaint or employment policies and procedures, we will let you know.

Feedback

- Whenever possible, we will give you feedback on the outcome of any investigation;
- BUT we may not be able to tell you about the precise actions we take where this would infringe a duty of confidence we owe to another person.

Signature

<u>Manager receiving concern</u>	<u>Employee reporting concern</u>

The completed checklist should then be sent to Chief Exec’s Secretariat for inclusion in the central log