

Woodpecker Court

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Woodpecker Court Whistleblowing Policy

V2

Version control

Version	Reviewed by	Future Review date	Comments	Approved by board
V1	ES	Jan 2022	Policy written and implemented	21/01/2021
V2	ES	Sept 2022	Version control added. Policy reviewed and updated	30/09/2021

Whistle blowing policy

Introduction

Woodpecker Court is committed to the highest possible standards of openness, probity and accountability. If employees and others working with us (including volunteers) have concerns regarding any aspect of our work we encourage them to come forward and voice their concerns. In some instances, concerns may need to be expressed on a confidential basis.

The procedure encourages employees to raise serious concerns, without fear of reprisal or victimisation, internally within Woodpecker Court rather than overlooking a problem or raising the matter outside.

It applies to all employees, agency workers, volunteers and those contractors working on our premises. It also covers suppliers and those providing services under a contract with us in their own premises.

Other complaints procedures

This procedure is separate from our complaint's procedures and others statutory reporting procedures applying to some directorates. Managers are responsible for making service users aware of these procedures. Any investigation into allegations of potential malpractice under this procedure will not influence or be influenced by any disciplinary or redundancy procedures that already affects an individual.

Aim and scope

This procedure aims to ensure individuals are:

- encouraged to feel confident in raising serious concerns and to question and act upon concerns about practice
- provided with avenues to raise concerns and receive feedback on any action taken
- given a response to their concerns and are aware of how to pursue them if not satisfied
- reassured that they will be protected from reprisals or victimisation if they have a reasonable belief any disclosure has been made in good faith.

There are existing procedures in place to enable individuals to lodge a grievance relating to their own employment including issues relating to harassment and bullying. This procedure is intended to cover concerns that fall outside the scope of other procedures. These include:

- conduct which is, has been or is likely to be an offence or breach of law
- conduct that has occurred, is occurring or is likely occur, the result of which we fail to comply with a legal obligation. For example, unauthorised use of public funds, possible fraud and corruption, sexual or physical abuse of students, or other unethical conduct discrimination of any kind and waste/frivolous expenditure
- disclosures related past, current or likely miscarriages of justice
- past, current or likely health and safety risks, including risks to the public as well as other employees (see below)
- past, current or likely damage to the environment

Concerns about any aspect of service provision or the conduct of Woodpecker Court staff or others acting on behalf of us, can be reported under the confidential disclosure procedure. This may be about something that you:

- feel uncomfortable about in terms of known standards, your experience or the standards you believe we subscribe to: or
- are against our standing orders and policies; or
- falls below established standards of practice; or
- amounts to improper conduct.

Our safety complaints procedure should be used to raise any issues, concerns or complaints of a health and safety nature and which are not confidential.

Confidentiality

All concerns raised will be treated in confidence and every effort will be made not to reveal the individual's identity if this is their wish. However, in certain cases, it may not be possible to maintain confidentiality if the individual is required to come forward as a witness.

Anonymous Allegations

Concerns expressed anonymously are much less powerful than those that are attributed to a named individual. However anonymous allegations will be considered and investigated at Woodpecker Court's discretion. In exercising the discretion, the factors to be taken into account would include:

- the seriousness of the issues raised
- the credibility of the concern; and
- the likelihood of confirming the allegation from attributable sources.

Untrue Allegations

If you make an allegation in good faith that is not subsequently confirmed by an investigation, no action will be taken. Disciplinary action will only be taken against individuals who knowingly make false, malicious or vexatious allegations.

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How to raise a concern

General

Concerns can be raised verbally or in writing. A concern raised in writing should:

- set out the background and history of the concern, giving names, dates and places where possible
- the reason why you are particularly concerned about the situation.

The earlier a concern is raised the easier it is to take action. Although you are not expected to prove beyond doubt the truth of an allegation, you need to demonstrate to the person contacted that there are sufficient grounds for your concern.

A trade union or professional association may raise a matter on behalf of an employee.

Step One - Raising a Concern

Whenever possible you should raise your concern with your immediate manager or his/her manager. If this is not appropriate, you should approach the following according to the nature of the concern:

The Principal

The Chair of the Board

Independent Helpline Public Concern at Work 020 7040 6609

We have a finance policy and statement and all suspected financial irregularities must be reported according to this policy.

Step Two - How we will respond

The action we take will depend on the nature of the concern. The matters raised may:

- be investigated internally by management, Internal Audit or through the disciplinary or other internal process
- be referred to the police
- be referred to the External Auditor
- form the subject of an independent inquiry.

In order to protect individuals and the council, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. Concerns or allegations which fall within the scope of specific procedures (e.g., child protection or discrimination issues) will normally be referred for consideration under those procedures.

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 10 working days, the responsible person will write to you:

- acknowledging that the concern has been received
- indicating how we propose to deal with the matter
- giving an estimate of how long it will take to provide a final response
- informing you if any initial enquiries have been made
- whether further investigations will take place and, if not, why not

Contact

The amount of contact between the officers considering the issues and you will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, further information will be sought.

Attending meetings

When any meeting is arranged you have the right to be accompanied by a trade union representative or a workplace colleague who is not involved in the area of work to which the concern relates.

Support

We will take steps to minimise any difficulties you may experience as a result of raising a concern. For instance, if you are required to give evidence in criminal or disciplinary proceedings, we will advise or arrange for you to have advice about the procedure.

We will not tolerate harassment or victimisation (including informal pressures) and will take action to protect individuals who raise a concern in good faith.

We accept that you need to be assured that concerns will be properly addressed and, subject to legal constraints, will provide information about the outcomes of any investigations.

How the matter can be taken further

This procedure is intended to provide individuals with an avenue to raise concerns within Woodpecker Court. If you are not satisfied, and feel it is right to take the matter further, the following are possible contact points:

- Public Concern at Work 020 7404 6609
- Audit Commission 020 7630 1019
- The Chair of the Woodpecker Court Board
- relevant professional bodies or regulatory organisations
- a solicitor
- the police

If a matter is taken outside Woodpecker Court, you must take all reasonable steps to ensure that confidential or privileged information is not disclosed.

Public interest disclosure

Public Interest Disclosure Act 1998 gives employees two safeguards in respect of disclosures of information.

- An employee is entitled not be subjected to any detriment by virtue of having made a protected disclosure.
- The dismissal of any employee directly due to the individual having made such a disclosure will automatically be unfair.

Bribery

Woodpecker Court has a zero-tolerance approach to acts of bribery and corruption. Any instances of suspected bribery and corruption must be reported. If you do not feel able to report your concerns to your line manager, the Whistle Blowing Procedure can be used to confidentially raise this matter, this is further supported by our Anti-Bribery and Corruption Policies.

Disclosures

Disclosures should be made to Dominic Meehan, Principal of Woodpecker Court. Where the concern is regarding the Principal, the disclosure should be made to Jeremy Speakman, Chair of the Advisory Board.