

Version	Title	Author	Changes (Summary of Changes made)	Authorised	Date
4	Whistle blowing	SD/AC	Reviewed and updated	Board Mtg 1.3.17	28.2.20

## WHISTLE BLOWING

This document outlines our internal whistle blowing policy and procedure and commitment to work more effectively together to create a culture that is open and transparent. A culture in which individuals are supported to report concerns and safety issues, and are treated fairly, with empathy and consideration, when they have been involved in an incident or have raised a concern.

This document provides information on how Healthwatch West Sussex staff, volunteers and Board members are able to raise a concern about dangerous, illegal or improper activity within Healthwatch West Sussex (whistle blowing).

### Our Whistle Blowing Policy and Procedure

Whistle blowing occurs when a member of staff / Volunteer or Board member of Healthwatch West Sussex raises a concern about a dangerous, illegal or improper activity that they become aware of appertaining to the conduct of Healthwatch West Sussex activities.

### Who to contact

Wherever possible, concerns should be raised with the Chief Officer as detailed on the website. If you do not feel comfortable doing so, then contact the Chair or any Independent Director on the Healthwatch West Sussex Board who will investigate. A full list of board members is given on the Healthwatch website.

### Investigating the concern

The investigating officer will contact the Board or staff member or Volunteer to confirm that they are handling the matter, providing their contact details and confirming whether any further assistance will be required. The Board or staff member or Volunteer will also be provided with a written summary of their concerns and how they will be handled.

Usually, within 10 working days of a concern being raised, the person investigating the concern will write to the member of staff:

- Acknowledging that the concern has been received
- Indicating how the matter will be dealt with
- Giving an estimate of how long it will take to provide a full response
- Saying whether any initial enquiries have been made
- Supplying information on support available to you and

- Saying whether further investigations will take place and if not, why not.

All relevant parties involved in the disclosure of wrongdoing will be notified of the outcome of the investigation in writing.