

Associated Documents

- *Team Domenica Policy for the Promotion of Positive Behaviour and Relationships*
- *Team Domenica Safeguarding Policy*

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Legislation and Guidance

This policy contains the following links to relevant guidance and legislation:

[The Care Act 2014](#)

Whistleblowing is the disclosure of information which relates to suspected wrongdoing or dangers at work.

If an employee is uncertain whether something is within the scope of this policy, advice must be sought from the HR Manager.

Aim

Team Domenica endeavours to promote an open culture where issues can be raised, considered and responded to through both our formal system of one-to-one meetings and reviews, and through team meetings and the open-door policy adopted by our HR team and others. In the rare occasions these are insufficient, there are complaint and grievances processes for individuals to address concerns relating to their employment and personal circumstances.

However, there is always a risk that things may not be right in other ways or cannot be addressed in the ways listed above. This Whistleblowing Policy outlines other measures available to staff who feel further measures are necessary.

Whistleblowing is the disclosure of information which relates to suspected wrongdoing or dangers at work. This may include:

- Criminal activity (for example, fraud, corruption or theft has been or is likely to be committed)
- Miscarriages of justice
- Danger to health and safety to staff and/or learners
- Damage to the environment
- Failure to comply with any legal or professional obligation or regulatory requirements
- Bribery
- Financial fraud or mismanagement
- Negligence
- Breach of our internal policies and procedures.
- Conduct likely to damage our reputation
- Unauthorised disclosure of confidential information
- Where a learner is or an individual suspects a learner is at risk of harm or may have been harmed and this is not being addressed through existing policies
- The deliberate concealment of any of the above matters.

Individuals should initially raise any concerns with their line manager. They will be able to agree a way of resolving many concerns quickly and effectively and line managers should feedback the steps being taken. However, if this is not effective or the individual feels their line manager is involved in any of the above, they have a duty to escalate the concern.

Initially this escalation should be to a more senior manager - namely The Programme and Strategy Director, Chief Operating Officer and / or Director of Fundraising, Marketing & Communications. In other circumstances escalation to the Board of Trustees may be the more effective route.

However, everybody working for and with Team Domenica has a duty to escalate concerns if they feel that candidates, colleagues or the integrity and survival of the organisation are at risk; or that the law is being broken. This relates to the Duty of Candour outlined in the [Care Act 2014](#), which is relevant to organisations and individuals working with those who have care and support needs.

If an employee is uncertain whether something is within the scope of this policy, advice must be sought from the HR Manager.

Confidentiality

We hope that employees will feel able to voice whistleblowing concerns openly under this policy, and that to do so is a sign of a mature, safe, and responsive working culture.

Anonymous disclosures can be difficult to resolve satisfactorily. However, if an employee wishes to raise their concern confidentially, we will make reasonable effort to keep your identity secret (although this cannot always be guaranteed).

Staff should be aware that if, as a result of the concern raised, the matter proceeds to a disciplinary process in relation to any member of staff, we may be unable to guarantee anonymity during that process.

Employees should also be aware that for many areas concerning a potential breach of guidance and statute we may have a legal obligation to share information.

Raising concerns externally

Leaders at Team Domenica want employees to have, and use, the opportunity and protection needed to raise concerns internally. It is expected that, in almost all cases, raising concerns internally will be the most appropriate action to take. However, the law recognises that in some circumstances it may be appropriate for concerns to be reported to an external body such as a regulator. We strongly encourage staff to seek advice before reporting a concern to any external party.

The independent whistleblowing charity, Protect, operates a confidential helpline. They also have a list of prescribed regulators for reporting certain types of concern.

They can be contacted thus:

Protect Helpline: 0203 117 2520

[Visit the Protect website](#)



There is further support available via Speak Up, (formerly the Whistleblowing Helpline) on **08000 724725**. Any information disclosed to the helpline will be treated in the strictest confidence and that any potential whistleblower will remain anonymous at that point in the process.



It is rarely (if ever) appropriate to alert the media. They are not legal experts and are concerned with the selling of content rather than the fair and efficient resolution of problems or concerns.

Protection for whistleblowers

Team Domenica strongly advocates an open, reflective and consultative approach to its growth, development and continual improvement. There should be no negative outcome for employees who raise issue in good faith, even if they are mistaken or misinformed, and if any individual feels they have been treated in this way they should approach the HR Manager or a Senior Leader.

The law protects those who whistleblow from suffering any detrimental effect for doing so, and any threat or retaliation offered against a whistleblower may result in disciplinary action.

The law also protects organisations and individuals against malicious reports, or those made for personal gain. Such acts may lead to disciplinary or legal action.