



Name	Whistleblowing Policy
Summary	This document is intended to support employees, workers and ex-employees of the organization who have concerns about misconduct or wrongdoing.
Target audience	All employees, workers or ex-employees
Associated Documents	<ul style="list-style-type: none">- Dealing with Employee Concerns policy- Preventing and Dealing with Bullying and Harassment in the Workplace policy- Managing Employee Conduct policy
PIN policy	Implementing and Reviewing Whistleblowing Arrangements in NHSScotland
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Name of Board	National Waiting Times Centre
Reviewing committee/group	SMT and Partnership Forum
Document Editor	Nationally agreed document edited by Recruitment Manager

Golden Jubilee Foundation Values Statement

What we do or deliver in our roles within the Golden Jubilee Foundation (GJF) is important, but the way we behave is equally important to our patients, customers, visitors and colleagues. We know this from feedback we get from patients and customers, for example in “thank you” letters and the complaints we receive.

Recognising this, the GJF have worked with a range of staff, patient representatives and managers to discuss and promote our shared values which help us all to deliver the highest quality care and service across the organisation. These values are closely linked to our responsibilities around Equality.



Valuing dignity and respect
A can do attitude
Leading commitment to quality
Understanding our responsibilities
Effectively working together

Our values are:

- Valuing dignity and respect.
- A ‘can do’ attitude.
- Leading commitment to quality.
- Understanding our responsibilities.
- Effectively working together.

Our policies are intended to support the delivery of these values which support employee experience.

Whistleblowing Policy

1 Introduction

This Policy should be used for any worker to raise a qualifying disclosure under the Public Interest Disclosure Act 1998. This policy is available to all employees, workers and ex-employees of the organisation who have concerns about misconduct or wrongdoing.

Many staff will have concerns about what is happening at work. Usually these are easily resolved. However, when the concern feels serious because it is about a possible danger, professional misconduct or financial malpractice that might affect patients, colleagues, or the Golden Jubilee Foundation (GJF) itself, it can be difficult to know what to do.

Staff may be worried about raising such an issue and may think it best to keep it to themselves, perhaps feeling it is none of their business or that it is only a suspicion. Staff may also feel that raising the matter would be disloyal to colleagues, to managers or to the Foundation. It may also be the case that a member of staff has said something but found that they have spoken to the wrong person or raised the issue in the wrong way and are not sure what to do next.

The Golden Jubilee Foundation is committed to running the organisation in the best way possible. This policy has been introduced to reassure all staff that it is safe and acceptable to speak up, and to enable them to raise any concern which they may have at an early stage and in the right way. Rather than wait for proof, it is preferable if a matter is raised when it is still a concern.

This policy applies to all those who work for the GJF: whether full-time or part-time, self-employed, or employed through an agency.

If a member of staff feels that something is of concern, and they feel that it is something which they think the GJF should know about or look into, they should use this procedure. If, however, a member of staff wishes to make a complaint about their employment or how they have been treated, they should follow the Foundation's Dealing with Employee Concerns policy or the Preventing and Dealing with Bullying and Harassment in the Workplace policy, which can be obtained from their manager. This Whistleblowing Policy is primarily for individuals who work for the GJF and have concerns where the interests of others or of the Foundation itself are at risk.

If in doubt - raise it!

The Foundation does not extend this assurance to someone who maliciously raises a matter they know to be untrue. This would become a disciplinary matter to be dealt with under the GJF Managing Employee Conduct Policy and Procedure.

2 The Golden Jubilee Foundation's commitment to staff

2.1 Your safety

The Foundation, the Chief Executive and the trade unions/professional organisations are committed to this policy. If a member of staff raises a genuine concern under this policy, they will not be at risk of losing their job or suffering any detriment (such as a reprisal or victimisation). Provided the staff member acts in good faith, it does not matter if they are mistaken or if there is an innocent explanation for their concerns. A member of staff raising a concern will not be asked to prove their claim. However, this assurance will not be extended to a member of staff who maliciously raises a matter they know to be untrue.

2.2 The confidence of staff

With these assurances, the Foundation hopes that staff will raise concerns openly. However, it is recognised that there may be circumstances when staff would prefer to speak to someone in confidence first. If this is the case, the member of staff raising the concern should say so at the outset. If the organisation is asked not to disclose someone's identity, we will not do so without that person's consent unless required by law. Staff should however understand that there may be times when the organisation will be unable to resolve a concern without revealing someone's identity, for example where personal evidence is essential. In such cases, it will discuss with the member of staff whether and how the matter can best proceed.

It should be remembered that if staff do not disclose their identity, it will be much more difficult for the GJF to look into the matter. It will also not be possible to protect the staff member's position or give them feedback. Accordingly, a member of staff raising a concern should not assume that the Foundation can provide the same assurances where a concern is reported anonymously.

3 Raising a concern

If members of staff are unsure about raising a concern, they can get independent advice at any stage from their trade union/professional organisation, or from one of the organisations listed at the end of this policy. Staff should also remember that they do not need to have firm evidence before raising a concern. However, they should explain as fully as possible the information or circumstances that gave rise to the concern.

3.1 How to raise a concern

Step one

If a member of staff has a concern about a risk, malpractice, or wrongdoing at work, it is hoped that they will feel able to raise it first with their line manager or lead clinician. This may be done verbally or in writing.

Step two

If a member of staff feels unable to raise the matter with their line manager or lead clinician, for whatever reason, they should raise the matter with:

Director of Quality, Innovation and People:	Post Vacant
Medical Director:	Mike Higgins
Director of Finance:	Julie Carter
Director of Operations:	June Rogers
Director of Nursing:	Anne Marie Cavanagh

These people have been given special responsibility and training in dealing with whistleblowing concerns. If the matter is to be raised in confidence, then the staff member should advise the Director at the outset so that appropriate arrangements can be made.

Step three

If these channels have been followed and the member of staff still has concerns, or if they feel that the matter is so serious that they cannot discuss it with any of the above, they should contact:

Jill Young, Chief Executive

or

Marcella Boyle, Non-Executive Director - marcellaboyle1@gmail.com

3.2 Others ways to raise a concern

The national Confidential Alert Line, run by Public Concern at Work, has been set up to allow NHSScotland staff to confidentially raise issues and receive independent advice.

The National Confidential Alert line number is: **0800 088 6172**

3.3 Scottish Government Health Directorate

The GJF recognises its accountability within NHSScotland. In light of this you can also contact:

- Scottish Government Health Directorate, St Andrew's House, Edinburgh, EH1 3DG
Tel: (0131) 556 8400

4 How the Golden Jubilee Foundation will handle the matter

Once a concern has been raised, it will be assessed, and consideration will be given as to what action may be appropriate. This may involve an informal review, an internal inquiry or a more formal investigation. The member of staff raising the concern will be advised who will be handling the matter, how they can contact them, and what further assistance may be needed. The organisation will write to the member of staff summarising the concern and advising how they propose to handle it, and providing a timeframe for feedback. If the concern has been misunderstood, or there is any information missing, the member of staff should highlight this.

When raising a concern, it will be helpful to know how the member of staff thinks the matter might best be resolved. If the member of staff has any personal interest in the matter, they should confirm this at the outset. If it is felt that the concern falls more properly within the scope of one of the other of the Foundation's policies, this will also be explained to the member of staff.

Managers will give feedback on the outcome of any investigation. However, it should be noted that it may not be possible to give details of the precise actions taken, where this would infringe a duty of confidence owed to another person. While it cannot be guaranteed that all matters will be responded to in the way that the member of staff might wish, the GJF will strive to handle the matter fairly and properly.

If at any time throughout the investigation it becomes evident that formal disciplinary action may be a possible outcome, the investigation will be conducted in accordance with the provisions of the disciplinary procedure. Should it be thought necessary to suspend an employee during the course of any such investigation, the procedure outlined in the local Foundation Managing Employee Conduct policy will be followed.

The investigation will be concluded without unreasonable delay. However, the organisation allows for flexibility given the possible complexity of concerns raised. Timescales should be reasonable and communicated to all parties.

At all stages of the process any employee involved will have the right to be accompanied by a colleague or trade union/professional organisation representative.

5 Untrue Allegations

If an allegation is made in good faith, but is not confirmed by the investigation, no action will be taken against the individual making the allegation. However, if a malicious complaint is made of an individual knowingly makes an untrue

allegation disciplinary action may be taken against the whistleblower following the organisation's Managing Employee Conduct policy.

6 Independent advice

If any member of staff is unsure whether to use this policy, or if they require confidential advice at any stage, they may contact their trade union/professional organisation.

7 External contacts

While the GJF hopes that this policy gives the reassurance needed to raise a concern internally, it is also recognised that there may be circumstances where a member of staff can properly report a concern to an outside body. In fact, the GJF would rather staff raised a matter with the appropriate regulator than not at all. Trade unions/professional organisations will be able to advise on such a course of action.

8 Complaints about the Chief Executive

If exceptionally, the concern is about the Chief Executive, then it should be made (in the first instance) to the Chair, who will decide on how the investigation will proceed.

9 Monitoring oversight

The Foundation is responsible for this policy and will review it regularly. The operation of this policy will be monitored by the Partnership Forum, and if members of staff have any comments or questions, these should be brought to the attention of trade union/professional organisation representatives.

10 Who we consulted

This policy was developed locally in partnership with trade unions/professional organisations, and meets the minimum requirements set out in the Implementing and Reviewing Whistleblowing Arrangements in NHSScotland PIN Policy.