

WHISTLE BLOWING POLICY

1. Definition

The Sue Lambert Trust recognises that it has a responsibility to ensure that

- It delivers high quality services,
- The interests of the clients are paramount,
- All clients and staff are protected from harassment and abuse,
- Health and safety of clients and staff/volunteers maintained
- All decisions are made in the best interest of the organisation and its clients, and all decision making is carried out in an open and transparent way

To ensure this SLT wishes to provide an environment where staff and volunteers feel able to challenge any wrong doing – ‘whistleblow’ – without any negative repercussions. SLT encourages all staff and workers to raise issues causing them concern as they believe this is fundamental to ensuring best practice, high quality services and the future sustainability of the organisation.

Examples of issues which staff/volunteers need to report include:

- Someone’s health and safety is in danger
- Damage to the environment
- A criminal offence
- The company isn’t obeying the law (like not having the right insurance)
- Covering up wrongdoing

2. Key aims

The key aims of this policy are:

- To ensure that SLT offers a safe environment where people working at or engaged with SLT feel able to challenge bad practice and/or unethical decision making so that changes can be made to improve services and working practice as required
- To ensure that staff, volunteers and clients are aware of the whistleblowing policy and aware of what they need to do should they wish to raise concerns – to promote a culture of shared responsibility for improving working practice and openness and transparency in decision making and practice
- To ensure that there are appropriate procedures in place to investigate and report wrong doing or bad practice within the organisation

3. Key principles

The key principles behind this policy are:

- Openness and transparency

- Shared responsibility between staff, volunteers and trustees for promoting a culture of ongoing improvement, high quality services, ongoing viability of the organisation, and acting in best interests of clients.
- That all allegations of potential wrong doing be fully investigated and appropriate measures taken to remedy and issues
- That staff, trustees and volunteers reporting potential wrongdoing will be protected from any negative repercussions - that disciplinary action against whistleblowers will not be taken unless there is clear evidence of a malicious allegation

4. Who this policy affects

This Policy affects all staff, volunteers, trustees and clients.

5. Implementation

To implement this Policy SLT will:

- Develop appropriate procedures and ensure staff and volunteers are fully briefed
- Promote the Policy to clients and other stakeholders

6. Reporting

The Charity Commission asks that whistleblowing reports are made in writing via the dedicated email address: **whistleblowing@charitycommission.gsi.gov.uk**

7. Monitoring and Review

7.1 This Policy will be reviewed annually to ensure that it complies with legislative and regulatory requirements and best practice. It is subject to approval by SLT trustees and will be put to the trustees for approval after each review.

7.2 Performance against the Policy will be monitored through:

- Keeping statistical information regarding any issues that are reported – and reporting these to the Board annually

8. Related guidance, policy and procedures:

- Data Protection and Information Sharing Policy and Guidelines
- Ethical Framework for Good Practice in Counselling and Psychotherapy (BACP 2010)
- Norfolk Safeguarding Children Board Protocols and procedures
- Norfolk Safeguarding Adults procedures
- Disciplinary Policy
- Grievance Policy