**Doncaster Deaf Trust**



**Procedure for Reporting a Wrongdoing or Concern**

**(Whistle blowing)**

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**Procedure for Reporting a Wrongdoing or Concern (Whistle blowing)**

**This procedure forms part of your contract of employment**.

1. ***Wrongdoing or concern at work***:This procedure is designed to allow any wrongdoing or concern at the Trust to be brought to the attention of the appropriate person and rectified. It is available to all employees who discover or witness something that should be passed on. All types of wrongdoing or concern are included whether they are acts committed by fellow employees, faults in Trust procedures or oversights which should be rectified. The procedure is particularly important in terms of safeguarding learners from abuse or other forms of mistreatment. The procedure should be used even in the event that the act or omission causing you concern has finished or has not yet started.
2. ***Grievances***: Unless the matter involves safeguarding, this procedure should not however be used where the information you have regarding a wrongdoing relates to a matter which could be raised as a grievance and it is your intention to raise the matter as a grievance. The Grievance Procedure should be used in such cases.
3. ***Detriment***: Provided that this procedure is used correctly and you believe the truth of the facts you are reporting, you will not suffer any detriment as a result of reporting the wrongdoing. A failure to follow this procedure may however make the disclosure unreasonable and the protection given to you by this procedure may be lost.

***Stage one***

1. ***Procedure***:You should disclose the suspected wrongdoing first to your Line Manager. In the event that your Line Manager is involved in the suspected wrongdoing, you may proceed directly to Stage Two of this procedure.
2. ***Response***: You can expect a response detailing to whom the disclosure has been notified or any action taken within 7 days of your Line Manager becoming aware of the disclosure.

***Stage two***

1. ***Procedure***: If no response is forthcoming after 7 days or if your Line Manager is involved in the suspected wrongdoing you should notify the CEO.
2. ***Response***: You can expect a response detailing any action taken within 7 days of the CEO becoming aware of the disclosure.

***Stage three***

1. ***Procedure***: If no such response is forthcoming you should once more inform the CEO of the disclosure.

***Stage four***

1. ***Outside body***: If you do not receive a response within 7 days you should notify a relevant and appropriate body outside the Trust which may include:

* The Police
* Local Authority
* OfSTED
* The Health and Safety Executive
* The Environment Agency
* The Information Commissioner
* The Charity Commission
* The Department of Education
* The Charity ***Bypassing the procedure:*** In extreme circumstances you will have the right to raise your concern directly with a relevant and appropriate outside body without first having followed the stages above. This may however cause damage to the Trust and its reputation as well as constitute a breach of your own duty of confidentiality towards the Trust and this action should only be taken in extreme circumstances and after careful thought.

1. ***Extreme circumstances***: The Trust will consider extreme circumstances exist where you have a reasonable belief that: the Trust will subject you to detriment if you inform your Line Manager; a cover-up is being mounted by the Trust; or a disclosure made previously to your Line Manager in accordance with the stages above has not prompted a satisfactory response.
2. ***The media***: Even where extreme circumstances are thought to exist, you should under no circumstances approach a commercial body or the media with details of the suspected wrongdoing. If you approach any such body and/or where your concern is disclosed for personal gain, the Trust will consider this to be gross misconduct and immediate disciplinary action will be taken against you.
3. ***Queries***: If you have any queries about this procedure you should contact the CEO.