

**REPORT ANY
CONCERNS IN
CONFIDENCE**

02392 866290

7701 3290

OR WRITE TO

Room 114

The Management Centre

St. Mary's Hospital.

Portsmouth

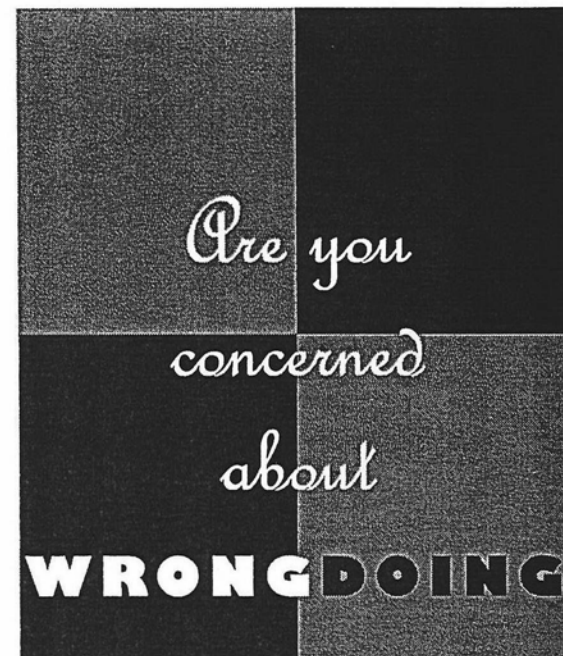
Hampshire

PO3 6AD

The full
WHISTLE BLOWING policy is
available on the Trust Intranet,
from your **Line manager** or
Human resources Team.

If you would like this leaflet in any
other format please telephone
02392 866554

Portsmouth Hospitals **NHS**
NHS Trust



AT WORK?



Why you should read this leaflet?

All public sector organisations may be at risk of, or could be affected by, illegal, dangerous, fraudulent and corrupt activity. If you work in a public body you have a key role to play in deterring and tackling such abuse, as this leaflet explains. The reasons you should not turn a blind eye to such behaviour are that it:

- Demoralises you and other honest employees
- Gives power to bullies and incompetents
- Diverts precious resources from those who need them
- Undermines public and political confidence in public services
- Puts patients and staff at risk



WHISTLE BLOWING DISCLOSURES

The Public Interest Disclosure Act 1998 (the Act) was introduced to protect employees who are worried about wrongdoing where they work and want to 'blow the whistle'. The Act applies to most employees and includes those employed on a temporary basis or through an agency. An employee who is victimised or discriminated against in any way because they have 'blown the whistle' (known as making a 'protected disclosure') can bring a claim in an employment tribunal.

Members of staff may be the first to spot anything that is seriously wrong within the Trust. However, they might not say anything because they think this would be disloyal, or they might be worried that their suspicions are not justified. They may also be worried that they or someone else may be victimised. That is why we have produced the whistle blowing policy, to help staff to contact us with their concerns.

The Trust is committed to being open, honest and accountable and want you to be able to raise any serious concerns you have.

The policy aims to make sure that if you want to raise any concern, you can do so with confidence and without having to worry about being victimised, discriminated against or disadvantaged in any way as a result.

WHAT IS COVERED?

Whistle blowing may be described as a process of reporting matters of concern and covers: -

- Poor quality care
- Administration laxness in relation to care
- Malpractice of Care
- Criminal Offences
- Fraud
- Breach of Contract
- Negligence
- Other Civil Law issues, such as racial and sexual discrimination
- Miscarriage of Justice
- Danger to Health and Safety
- Environment

Your concern may be about members of staff, people who work directly for the Trust, suppliers, or people who provide services to the public for us.

WHAT IS NOT COVERED?

You cannot use this policy to deal with serious or sensitive matters that are covered by other procedures. Such procedures include the following: -

- Staff's complaints about their employment. These complaints are dealt with through our Grievance Procedure.
- Adverse incident reporting
- Customers' complaints about our services. These complaints are dealt with through our Trust Complaints Procedure.

You cannot use this policy to raise issues that have already been settled through other procedures.

Nor does it replace the normal lines of communication between you and your managers so that matters of concern may still be dealt with through normal management and advisory channels.

What you should do if you have a concern?

You are encouraged to contact your immediate manager in the first instance.

If you are not confident with this approach, or if you feel the matter will not be handled appropriately you can choose to contact either an Executive Director, the Chairman of the JCNC, any staff side or trade union representative or a "Designated Officer."

Report your concern via the confidential telephone line (overleaf) and, if you have a preference, stating who you would like to speak with. Your call will be returned in a timely manner.