

Whistleblowing (Protected Disclosure) Information Leaflet for Staff, Volunteers, Contractors, Agency Workers etc

Do you have a true concern that:

- the health or welfare of a person we support, colleague or the public may be at risk
- Positive Futures is not meeting its obligations
- there is a misuse or substantial waste of Positive Futures' resources, or fraud?

If so, you may report your concerns without fear of penalisation from Positive Futures.

Please note, disclosures must be made in good faith and relate to a matter that you have reasonable grounds to be concerned about.

Positive Futures' Policy on Protected Disclosure

Positive Futures' Whistleblowing (Protected Disclosure) Policy and Procedure reflect the law in relation to how we respond to, and manage, a protected disclosure.

Making a Protected Disclosure

Positive Futures recognises that many issues are raised by staff and others and these are addressed immediately by line managers – this is very much encouraged. The Protected Disclosure process provides for you to raise those issues and concerns which are **not resolved, require help to get resolved or are about serious underlying concerns.**

The Executive Director of Positive Futures is appointed as the "Authorised Person" to whom Protected Disclosures can be made. Staff / volunteers / contractors / agency workers etc are required to raise their concern of Protected Disclosure by completing this form and sending it to the Executive Director at Positive Futures, 2b Park Drive, Bangor, BT20 4JZ or by email to whistleblowing@positive-futures.net

The Executive Director will acknowledge your concern by responding to the contact details you have provided and will investigate the disclosure.

The investigation will be concluded within 30 business days unless there are extenuating circumstances, and you will be informed of the outcome at that time.

Confidentiality will be maintained in relation to the disclosure so far as is reasonably practicable. However, it is important to note that it may be necessary to disclose the identity of the person who has made the protected disclosure in order to ensure that the investigation is carried out in accordance with the rules of natural justice.

CONFIDENTIAL
Whistleblowing (Protected Disclosure) Form
for Staff, Volunteers, Contractors, Agency Workers etc

Name of person making the disclosure		
Role	<input type="checkbox"/> Staff <input type="checkbox"/> Volunteer <input type="checkbox"/> Contractor	<input type="checkbox"/> Agency worker <input type="checkbox"/> Other (please specify)
Department / Service		
Contact details (number and/or email address)		
Details of the disclosure (care should be taken to only include the name(s) of individual(s) directly relevant to the report)		
Date		
Signature		