



**WHISTLEBLOWING POLICY
THE RIGHT TO RAISE CONCERNS IN THE PUBLIC INTEREST**

Presented for Approval:	Audit and Risk Committee Board of Governors
Equality Impact assessed:	
Approved by:	Audit and Risk Committee Board of Governors
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Definition of Whistleblowing

Whistleblowing can be described as the action of an individual exposing evidence of perceived wrongdoing, misconduct, unethical activity within public, private or third-sector organisations. Corruption, fraud, bullying, health and safety violation, cover-ups and discrimination are common activities highlighted by whistleblowers.

1 Policy Statement

- 1.1 Coleg Cambria expects all those covered under this Policy to behave with honesty and integrity and in accordance with Coleg Cambria's Behaviours, its Code of Conduct and the values prescribed by the Committee on Standards in Public Life.
- 1.2 The College is committed to operating in an ethical, transparent and principled way and has adopted a Whistleblowing policy and procedure which supports these values and which confirms that all legitimate disclosures about malpractice or wrongdoing will be investigated in the right way.
- 1.3 The College recognises that it is in the best interest of all concerned that its culture of openness shall encourage individuals to report any legitimate issues of concern, which will ultimately lead to increased confidence in the College's commitment to improvement.

2 Applicability of Policy and Procedure

- 2.1 This policy and procedure applies to all employees of the College, including:

- (a) students;
- (b) apprentices;
- (c) workers which includes any casual workers; home-based casual workers; and employees of subcontractors; and
- (d) agency workers engaged by the College and
- (e) ex-employees
- (f) Corporation Board members

The Policy shall refer to the above as workers.

- 2.2 Members of the Public are encouraged to raise genuine concerns about suspected wrongdoing by raising them with the Governance Officer and Clerk to the Corporation.

See Appendix 2 and 3 - Guidance and Contact Details

3 Aims of the Policy

This policy aims to:

- (a) encourage workers to raise genuine concerns about suspected wrongdoing at the earliest practicable stage;
- (b) encourage workers to raise those concerns through internal College procedures;
- (c) inform workers that the law allows them to raise such concerns externally and how they can do so;
Note 1: a failure to raise a concern under this procedure may result in a disclosure losing its protected status under the law. (Refer to paragraph 5);
- (d) provide reassurance to a worker of being able to raise genuine concerns without fear of reprisals, even if they turn out to be mistaken;
- (e) identify safeguards to workers who raise concerns about malpractice in connection with the College;
- (f) balance the need of allowing a culture of openness against the need to protect other workers against vexatious allegations or allegations which are not well-founded;
- (g) improve accountability and good governance which will lead to increased confidence in the College's commitment to improve quality;
- (h) to deter those from engaging in malpractice/wrongdoing by increasing the likelihood that they will be found out.

4 Whistleblowing and Qualifying Disclosure

- 4.1 If a worker becomes aware of information which they reasonably believe tends to show one or more of the

following, they must use this policy and procedure (In law these are referred to as Specific Subject Matter):

- (a) that a criminal offence has been committed, is being committed or is likely to be committed;
- (b) that an individual has failed, is failing or is likely to fail to comply with any legal obligation to which they are subject;
- (c) that a miscarriage of justice has occurred, is occurring, or is likely to occur;
- (d) that the health or safety of any individual has been, is being, or is likely to be, endangered;
- (e) that the environment, has been, is being, or is likely to be, damaged;
- (f) that information tending to show any of the above, is being, or is likely to be, deliberately concealed.

See Appendix 1 – Examples of Malpractice and Wrongdoing

4.2 However, attention is drawn to the fact that even if the disclosure relates to one of the specified categories stated above, it will not constitute a **qualifying disclosure** if the worker making the disclosure commits an offence by making it.

Note 2: a disclosure motivated by dishonesty, malice, or a predominant ulterior motive and unrelated to the policy objectives, will not be a disclosure made in accordance with this policy.

5 Protected Disclosure

5.1 The law protects workers who, out of a sense of public duty, want to reveal suspected malpractice or wrongdoing. The law allows workers to raise what it defines as a protected disclosure. In order to be a protected disclosure, a disclosure must:

- (a) relate to a specific subject matter (See Section 4); and
- (b) must also be made in an appropriate way (See Section 6 below); and
- (c) in the reasonable belief of the worker making it, also be made in the public interest; and
- (d) consists of information and not merely be allegations of suspected malpractice i.e. conveying information in the form of facts, and identifying of the situations the worker is relying on as listed in paragraph 4.1.

5.2 Reasonable belief relates to the worker's belief in the accuracy of the information about which he/she is making the disclosure. The focus is on what the worker in question believed rather than what anyone else might or might not have believed in the same circumstances. There must be some substantiated basis for the worker's belief. Rumours, unfounded suspicions, uncorroborated allegations would not be sufficient.

6 Whistleblowing and other College Policies/Procedures

Making a disclosure under the Whistleblowing policy is acting in the public interest. Therefore, in particular, personal grievances and complaints are not usually covered by whistleblowing law, and, if necessary, will be managed under other appropriate policies.

6.1 Whistleblowing and Grievance: A personal complaint or grievance stems from the individual in question being poorly treated and seeking personal redress. Whilst Public Concern at Work explains that a person

“... blowing the whistle is usually not directly, personally affected by the danger or illegality. Consequently, the whistle-blower rarely has a personal interest in the outcome of any investigation into their concern - they are simply trying to alert others... He or she is a messenger raising a concern so that others can address it.”

6.2 Whistleblowing and Fraud: The Fraud Response Plan will be triggered if a Whistleblowing disclosure is linked to Fraud.

6.3 Workers might be unsure whether it is appropriate to raise their concern under this policy. Any worker in this situation is encouraged to approach the Governance Officer and the Clerk to the Corporation, in confidence for advice.

(See Appendix 3 - Contact Details)

Note 3: The Corporation has responsibility for the Governance Officer and the Clerk, and therefore the

person concerned is independent of management.

- 6.4 Whistleblowing & Safeguarding/Prevent: Workers should also be aware that any disclosures relating to the Safeguarding of Children or Vulnerable Adults or Prevent issues need to be made immediately to one of the team of staff identified within the College for such a purpose, or made directly to the Police or Social Services, under the College's Safeguarding/Prevent procedures. A worker making such a legitimate disclosure would be entitled to the same assurance relating to protection as s/he would under this procedure. The person at the College with overall responsibility for this areas is the **Student Services Manager**.

See Appendix 3 - Contact Details

7 **Who to make a Disclosure to? (See Appendix 2 for Guidance)**

The disclosure is to be made to the Governance Officer and the Clerk of the Corporation, or to the Chair of the Board, or the Chair of the Audit and Risk Committee. **Please see Appendix 3 for guidance before undertaking the contact process.**

Note 4: The individual making the disclosure should ensure that they have read the College's Whistleblowing Policy, and subsequently make it clear from the outset that they consider this to be a potentially *protected disclosure* and refer to Paragraph 5 of the Whistleblowing Policy.

8 **Anonymous Disclosure**

Workers are encouraged to identify themselves when making a disclosure. If an anonymous disclosure is made the College will not be in a position to notify the individual making the disclosure of the outcome of action taken by the College. Anonymity also means that the College will have difficulty in investigating such a concern. The College reserves the right to determine whether to apply this procedure in respect of an anonymised disclosure in light of the following considerations:

- (a) the seriousness of the issues raised in the disclosure;
- (b) the credibility of the concern; and
- (c) how likely it is that the concern can be confirmed from attributable sources.

9 **The Investigating Process**

- 9.1 The Governance Officer and Clerk to the Corporation will be able to advise whether the concern comes within the scope of the Whistleblowing Policy or whether it should be managed through other college policies/procedures.

- 9.2 The worker making the disclosure should make it clear the he/she considers this to be a potentially *protected disclosure* (See Section 5).

- 9.3 The worker need not put anything in writing at the early stage but the details of the concern(s) raised at a meeting will be recorded but initially will not include a record of the worker's name if so requested.

See Appendix 4 - Recording a Concern Raised

- 9.4 If the worker feels uneasy about raising a concern, then he/she may take along someone they trust to any meeting arranged to hear their concern.

- 9.5 Normally, within 5 working days of the worker's initial meeting they will receive a copy of the record of the meeting.

- 9.6 The person who has recorded the disclosure will then determine whether or not he/she believes that the disclosure is wholly without substance or merit. If it is considered that the disclosure does not have sufficient merit to warrant further action, the worker will be notified in writing of the reason(s) for the decision, and advised that no further action will be taken under this policy and procedure. Considerations to be taken into account when making this determination may include the following:

- (a) If the person who the information was disclosed to is satisfied that a worker does not have a reasonable belief that suspected malpractice is occurring; or
- (b) If the matter is already the subject of legal proceedings or appropriate action by an external body; or
- (c) if the matter is already subject to another appropriate College procedure.

Note 5: The Governance Officer and the Clerk will need to be consulted at this point.

See Appendix 5 - Summary of Review and/or Findings and Outcome of Investigation

- 9.7 When a worker makes a disclosure which has sufficient substance or merits warranting further action, appropriate action will be undertaken (including action under any other applicable College policy or procedure). Possible actions could include:
- (a) an internal investigation;
 - (b) referral to the College's independent auditors; or
 - (c) referral to relevant external bodies such as the police, ESTYN, Health and Safety Executive or the Information Commissioner's Office.

9.8 If the concerns come within the scope of these procedures, the Governance Officer and the Clerk will arrange for a meeting of a committee of the Corporation entitled, the Audit and Risk Committee to consider the matter. This meeting will normally be held within 10 working days of the initial meeting between the worker concerned and the person who recorded the disclosure.

9.9 The Committee will meet and consider the concern and if agreed, how the matter should be investigated and whether or not the police or other relevant authorities should be involved. Legal advice may be obtained at this stage.

9.10 If appropriate, any internal investigation would be conducted by a person agreed by the Audit and Risk Committee and should be a person without any direct association with the individual to whom the disclosure relates. The investigator could be a College manager or an external investigator appointed by the Committee.

Note 6 Association of Colleges Guidance: depending on the seriousness of the concern raised and the seniority of the worker making the disclosure it would be appropriate for a member of the Board, OR the Governance Officer and the Clerk of the Corporation OR a senior manager to undertake the investigation.

9.11 The investigator will report his/her findings to the Audit and Risk Committee which will then decide what action (if any) should be taken. Action could include the instigation of the College's other policies e.g. Disciplinary procedures.

9.12 The Committee will report on any such concerns/ complaints received and recommendation(s) to the Corporation.

9.13 Any recommendations for further action made will be addressed to the Chief Executive Officer or Chair of the College's Corporation as appropriate in the circumstances. The recipient will take all steps within their power to ensure the recommendations are implemented unless there are good reasons for not doing so. The outworking of the recommendations will be monitored by the Audit and Risk Committee and reported to the Corporation Board.

9.14 The worker making the disclosure will be notified of the outcome of any action taken under this policy and procedure within 20 working days, normally by the Governance Officer and the Clerk.

9.15 In order to ensure an expeditious investigation of the disclosure, a timeframe for the different stages of the procedure will be agreed with the worker concerned. All effort will be made to adhere to the timelines, however, they should be flexible and take into account the different types of concerns will require varying time for investigations.

- 9.16 All communications with the worker making the disclosure should be in writing and sent to the worker's home address rather than through the College's internal mail. If investigations into the concern are prolonged, the College should keep the worker concerned updated as to the progress of the investigation and an estimated timeframe for its conclusion. Every effort should be made to ensure that the worker is kept informed.
- 10 Appeal Process**
If the worker is not satisfied that their concern has been appropriately addressed, they will be advised about the appeal process by the Governance Officer and the Clerk.
- 11 Safeguards for Workers Making a Disclosure**
- 11.1 Confidentiality:
A worker making a disclosure under this procedure can expect the matter to be treated confidentially by the College and, where applicable, their name will not be disclosed to anyone implicated in the suspected wrongdoing, without their prior approval.
- 11.2 The College will take all reasonable steps to ensure that any report of recommendations, or other relevant documentation, produced by the College does not identify the worker making the disclosure without:
- (a) their written consent, or
 - (b) unless the College is legally obliged to do so, or
 - (c) for the purposes of seeking legal advice.
- 11.3 If a worker successfully proves that they made a qualifying disclosure, they will only be protected by the whistleblowing legislation (i.e. protected from suffering an unlawful detriment or dismissal) if the disclosure is made in a way prescribed by the law.
- 11.4 A worker will not suffer dismissal or any detrimental action or omission of any type (including informal pressure or any form of victimisation) by the College for making a disclosure in accordance with this policy and procedure. Equally, where a worker is threatened, bullied, pressurised or victimised by a colleague for making a disclosure, disciplinary action will be taken by the College against the colleague in question.
- 12 Unfounded Accusations**
However, this policy and procedure does not prevent the College from bringing disciplinary action (up to and including dismissal) against a worker where the College has grounds to believe that a disclosure was made maliciously or vexatiously, or made outside the College without reasonable grounds.
- 13 Disclosure to External Bodies**
- 13.1 This policy and procedure has been implemented to allow workers to raise disclosures internally within the College. A worker has the right to make a disclosure outside of the College where there are reasonable grounds to do so and in accordance with the law.
- 13.2 Workers may make a disclosure to an appropriate external body prescribed by the law. This list of 'prescribed' organisations and bodies can be found in information on the GOV.UK website.
- 13.3 Workers can also make disclosures on a confidential basis to a practising solicitor or barrister.
- 13.4 If a worker seeks advice outside of the College, they must be careful not to breach any confidentiality obligations or damage the College's reputation in so doing.
- 14 Accountability and Monitoring**
A record of all concerns raised under this policy and procedure will be undertaken, including cases where the College deems that there was no case to answer and therefore that no action should be taken, as well as those concerns which were referred to be addressed via other college policies. A report will be presented to the Corporation Board via the Audit and Risk Committee on an annual basis with respect to all concerns

and their outcomes.

15 Further Assistance for Workers

- 15.1 The College will not tolerate any harassment or victimisation of workers who make disclosures. If, at any stage of this procedure a worker feels that they are being subject to informal pressures, bullying or harassment due to making a disclosure, they should raise this matter, in writing, to the Chief Executive Officer or the Chair of the Corporation as appropriate.
- 15.2 A worker making a disclosure may want to confidentially request counselling or other support from the College's occupational health service. Any such request for counselling or support services should be addressed to Governance Officer and the Clerk who will liaise with the HR Department. Such a request would be made in confidence.
- 15.3 Workers can also contact the charity Public Concern at Work for confidential advice on whistleblowing issues the Whistleblowing Advice Line. **See Appendix 3 - Contact Details**

16 Awareness and Training

Workers will be made aware of this policy upon commencement with the College by the Human Resources Department. Copies can also be viewed on the intranet or obtained from the Governance Officer and Clerk.

See Appendix 3 - Contact Details

17 Equality

Coleg Cambria recognises the diversity of its workforce. The aim is therefore, to provide a safe environment where all employees are treated fairly and equally and with dignity and respect. The College recognises that the promotion of equality and human rights is central to its work both as a provider of healthcare and as an employer. This policy and procedure has been impact assessed to ensure that it promotes equality and human rights.

18 Data Protection Act 2018 and EU General Data Protection Regulation

All documents generated under this policy that relate to identifiable individuals are to be treated as confidential documents, in accordance with the College's Data Protection Policy and the relevant data protection legislation.

19

Freedom of Information Act 2000

The College's records and documents, apart from certain limited exemptions, can be subject to disclosure under the Freedom of Information Act. Records and documents except from disclosure would, under most circumstances, include those relating to identifiable individuals arising in a personnel or staff development context.

20

Related Policies/Procedures/Codes and Legislation

- Anti-Fraud Policy and the Fraud Response Plan
- Anti-Bribery Policy
- Code of Conduct (Staff and Governors)
- Complaints Policy
- Disciplinary Procedure
- Financial Regulations
- Grievance Procedure
- Safeguarding and Prevent Policy

Relevant Legislation

- Bribery Act 2010
- Communications Act 2003
- **Data Protection Act 2018 and the General Data Protection Regulation (GDPR)**
- Defamation Act 2013
- Employment Rights Act 1996
- Enterprise and Regulatory Reform Act 2013
- Equality Act 2010
- Freedom of Information Act 2000
- Human Rights Act 1998
- Protection from Harassment Act 1997

Note 7: This policy is based on a template from the Association of Colleges Whistleblowing

Guidance for Colleges. <https://www.aoc.co.uk/sites/default/files/Whistleblowing.pdf>

EXAMPLES OF MALPRACTICE/WRONGDOING

A concern does not relate to unacceptable behaviour or issues of personal grievance, nor the handling of the disciplinary process with regard to workers or students, **but relate to such issues as bribery, fraud, maladministration, unethical activities or acts of a criminal nature or Safeguarding matters.** A list of more detailed examples of issues which would fall within the remit of this policy is given below. However, this list should not be viewed as exhaustive.

The disclosure of information which relates to suspected wrongdoing or dangers relating to the running of the College or to the work-related activities of workers which may include information relating to:

- (a) criminal activity;
- (b) miscarriages of justice;
- (c) danger to health and safety;
- (d) damage to the environment;
- (e) failure to comply with any legal obligation or regulatory requirements;
- (f) bribery; and/or fraud;
- (g) administrative malpractice (financial or non-financial);
- (h) academic or professional malpractice (including, for instance, violation of intellectual property rights or failure of integrity in research);
- (i) improper conduct or unethical behaviour;
- (j) unauthorised disclosure of confidential information;
- (k) suppression or concealment of any of the above matters

1. GENERAL

These may include situations where:

- * a member of staff persistently departs from the established procedures contained in any of the College's policies or procedures;
- * a member of staff is required to act in any way which:
 - (a) is illegal, improper or unethical
 - (b) is in breach of constitutional convention or a relevant professional code
 - (c) is otherwise inconsistent with the College's policies and procedures;
- * there is a failure to respond to an identified, serious threat to health and safety;
- * there is an offer or acceptance of any inducement or bribe intended to influence a decision, policy, plan or purchasing arrangement.

2. STAFF – STUDENT

These may include situations where:

- * a member of staff assisting a student to gain prior knowledge of external or internal examinations:
 - (a) by making the contents known to students, or
 - (b) by making opportunities for students to discover prior knowledge, or
 - (c) by letting students take advantage of an unforeseen opportunity to discover that prior knowledge;
- * a member of staff solicits or accepts an inducement from a student in return for the award of higher results or grades in coursework, assignments, and examinations to the student. This could be monetary, in kind or sexual.

3. STAFF – EMPLOYER

These situations may include where:

- * a member of staff takes advantage of his/ her position and/ or access to information in order to enable himself/ herself to compete with the employer for clients or to compete in the future with the employer for clients;
- * a member of staff gains an undisclosed profit from:
 - (a) performance of services for which remuneration, fees, emoluments, salary, wages or other payment has already been made by the employer;
 - (b) the securing of a contract of any kind on behalf of the College, whether securing of contracts is part of the member of staff's normal duties or not;
 - (c) the submission of false invoices, orders, bills and the like, either to the College's own Finance Department or an external supplier of goods or services;
- * a member of staff persistently, without management permission, uses College property for his/ her own private concerns;

- * a member of staff, by any means, threatens or appears to threaten the independence of a governor or governors.

4. EMPLOYER – STAFF

These may include situations where:

- * a member of staff, with line management responsibility, persistently overlooks or fails to deal appropriately with breaches of College procedures, policies and/ or code of ethics by other members of staff:
- * a member of staff with line management responsibility or timetabling responsibility persistently, without justification, adopts a pattern of conduct towards another member of staff, where that pattern departs from existing College procedures, policies or schemes with respect to any of the matters contained in the following non-exhaustive list:
 - (a) arranging for staff training or development or for particular staff training or development;
 - (b) reducing allocated workloads;
 - (c) the allocation to or away from particular duties selected by the member of staff;
 - (d) the provision of resources and
 - (e) other similar matters.
- * a member of the College management team persistently fails adequately to respond to legitimate concerns raised by workers by failing to adhere to the procedures laid down in the College Grievance Procedures.

WHO TO MAKE A WHISTLEBLOWING DISCLOSURE TO?

DISCLOSURE BY A WORKER	DISCLOSURE BY THE PUBLIC		
<p style="text-align: center;">Disclosure to be raised with the Governance Officer and the Clerk to the Corporation</p> <p style="text-align: center;">OR</p> <p>IF there is substantive reason why worker can't raise disclosure with the Governance Officer and the Clerk to the Corporation</p> <p style="text-align: center;">Disclosure to be raised with one of the following</p> <p style="text-align: center;">Chair of the Corporation OR Chair of the Audit and Risk Committee (See Appendix 3 for contact details)</p> <p style="text-align: center;">IF disclosure <u>relates</u> to the Corporation or a member of the Corporation</p> <p style="text-align: center;">Disclosure to be raised with the the Governance Officer and the Clerk to the Corporation</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">Internal or External Auditors Welsh Government (See Appendix 3 for contact details)</p>	<p style="text-align: center;">Contact: The Governance Officer and the Clerk</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">The Chair of the Corporation</p> <p style="text-align: center;">(See Appendix 3 for contact details)</p>		
<p style="text-align: center;">Please note <u>INDEPENDENT ADVICE CAN BE SOUGHT FROM:</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Public Concern at Work A registered charity that provides further direction, support and guidance in relation to whistleblowing. 3rd Floor, Bank Chambers 6 - 10 Borough High Street London SE1 9QQ www.pcaw.co.uk</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Whistleblowing Advice Line 020 7404 6609 http://www.pcaw.org.uk</p> <p style="text-align: right;">Talk to your Union</p> </td> </tr> </table>		<p>Public Concern at Work A registered charity that provides further direction, support and guidance in relation to whistleblowing. 3rd Floor, Bank Chambers 6 - 10 Borough High Street London SE1 9QQ www.pcaw.co.uk</p>	<p>Whistleblowing Advice Line 020 7404 6609 http://www.pcaw.org.uk</p> <p style="text-align: right;">Talk to your Union</p>
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CONTACT DETAILS**Governance Officer and Clerk to the Corporation**

Miss Bethan Lloyd Jones
 Coleg Cambria Yale Site
 Grove Park Road LL12 7AB
 Email: bethan.lloyd-jones@cambria.ac.uk
 Tel: 01978 26 7599

Student Services Manager

(with responsibility for SAFEGUARDING and PREVENT)
 Mrs Karen Senior
 Coleg Cambria, Deeside CH5 4BR
 Email: karen.senior@cambria.ac.uk
 Tel: 01978 26 7069

Chair of the Board of Governors

Mr John Clutton
 c/o Coleg Cambria Yale Site
 Grove Park Road, Wrexham LL12 7AB

Chair of the Audit and Risk Committee

Mrs Marjorie Thomson
 c/o Coleg Cambria Yale Site
 Grove Park Road, Wrexham LL12 7AB

Coleg Cambria Internal Auditors:

KPMG LLP UK
 Contact details available via Governance Officer and
 Clerk to the Corporation

Coleg Cambria External Auditors

RSM LLP Audit UK
 Contact details available via Governance Officer and Clerk to
 the Corporation

Welsh Government

Senior Auditor
 Ty'r Afon
 Bedwas Road, Bedwas
 Caerphilly CH83 8WT
 01443 663732

THE DESIGNATED SENIOR POST HOLDERS AT THE COLLEGE ARE:**Chief Executive Officer**

Mr David Jones OBE
 Coleg Cambria Yale Site
 Grove Park Road
 Wrexham, LL12 7AB
 Email: David.jones@cambria.ac.uk
 Tel: 01978 26 7100

**Chief Operating Officer and Deputy
Chief Executive Officer**

Mr Steve Jackson
 Coleg Cambria Deeside Site
 Connah's Quay
 CH5 4BR
 Email: Steve.jackson@cambria.ac.uk
 Tel: 01978 26 7004

Principal

Mrs Sue Price
 Coleg Cambria Yale Site
 Grove Park Road
 Wrexham, LL12 7AB
 Email: sue.price1@cambria.ac.uk
 Tel: 01978 26 7200

INDEPENDENT ADVICE CAN BE SOUGHT FROM:**Public Concern at Work**

A registered charity that provides further
 direction, support and guidance in relation to
 whistleblowing. 3rd Floor, Bank Chambers 6 -
 10 Borough High Street London SE1 9QQ
www.pcaw.co.uk

Whistleblowing Advice Line

020 7404 6609
<http://www.pcaw.org.uk>

Talk to your Union

FORM 1: Recording a disclosure raised under the Whistleblowing Policy

1	Concern Raised by worker:	Name:		
		Designation:		
		Department		
		Contact Details:		
		Phone:		
		Email:		
1.1	Copy of College's Whistleblowing Policy given to the worker?	Home Address		
		YES <input type="checkbox"/> NO <input type="checkbox"/>		
		1.2	Does the worker consider the concern raised to be a protected disclosure? (Paragraph 5 of Whistleblowing Policy)	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>
YES <input type="checkbox"/> NO <input type="checkbox"/>				
2	Concern Raised with: See appendix 2	Name		
		Designation		
		Department		
		Phone:		
		Email:		
3	Colleague/Friend accompanying worker raising concern	Name		
		Designation		
		Department		
		Phone:		
		Email:		
4	Confidentiality Request See Paragraph 11 of Policy	YES <input type="checkbox"/> NO <input type="checkbox"/>		
5	Concerns that Count as Whistleblowing	please √ as appropriate		
	(a) that a criminal offence has been committed, is being committed or is likely to be committed eg fraud, theft or corruption			
	(b) that an individual has failed, is failing or is likely to fail to comply with any legal obligation to which they are subject;			
	(c) that miscarriage of justice has occurred, is occurring, or is likely to occur;			
	(d) that the health or safety of any individual has been, is being, or is likely to be, endangered;			
	(e) that the environment, has been, is being, or is likely to be, damaged;			
	(f) that information tending to show any of the above, is being, or is likely to be, deliberately concealed.			
6	Details of Concerns Raised (Continue overleaf if necessary)			
7	EVIDENCE to support concern: (Continue overleaf if necessary)			
8	How will matter be handled? (please √ as appropriate)	Informal Review <input type="checkbox"/> Investigation <input type="checkbox"/>		
9	Concern Reported to:	Name:		
		Designation:		
		Department		
		Contact Details:		
		Email:		
10	Any other comment from person raising the concern OR the person managing the discussion			

