



Staff guide

Whistleblowing



What is whistleblowing?

Whistleblowing is when an employee worker or ex-employee reports suspected wrongdoing at work. Officially this is called 'making a disclosure in the public interest'.

An employee can report things that aren't right, are illegal or if anyone at work is neglecting their duties, including:

- someone's health and safety is in danger
- damage to the environment
- a criminal offence
- the Board isn't obeying the law (like not having the right insurance)
- covering up wrongdoing

Whistleblowing **should not** be used to make a complaint about your employment or how you have been treated.

The Board has existing policies in place to support you if you feel aggrieved in this way.

Please view these policies on staffnet via the link below:

http://staffnet/gjnh/departments/corporate/human_resources/index.asp

If I do wish to Whistleblow, what should I do?

You do not need to have firm evidence before raising a concern but should explain as fully as possible the information or circumstances that gave rise to the concern.

1. Raise your concern with your line manager or lead clinician, either verbally or in writing.
2. If you feel unable to raise the matter with your line manager or lead clinician, you should raise the matter with one of the following members of the Executive team, who have been given special responsibility and training in dealing with whistle-blowing concerns.
 - Shona Chaib, Nurse Director
 - Mike Higgins, Medical Director
 - Julie Carter, Director of Finance
 - June Rogers, Director of Operations
 - Lindsey Ferries, Human Resources Director
3. If you have followed steps one and/or two and you still have concerns, or if you feel that the matter is so serious that you cannot discuss it with any of the above, you should contact either:
 - Jill Young, Chief Executive; or
 - Maire Whitehead, Non-Executive Director and Whistle-blowing Champion
(telephone 0141 637 8597 or email Maire.Whitehead@ntlworld.com).
4. If the matter has been raised to a Non Executive Director in the first instance, the Non Executive Director should discuss the matter with the Chief Executive unless it is regarding the Chief Executive.
5. If your concern is about the Chief Executive, then it should be made (in the first instance) to the Board Chair, Jeane Freeman, who will decide on how the investigation will proceed.

Other ways to raise a concern

We recognise that there may be circumstances where you wish to report a concern to an outside body.

The national Confidential Alert Line, run by Public Concern at Work, has been set up to allow NHSScotland staff to confidentially raise issues and receive independent advice.

The national
Confidential Alert
Line number is
0800 008 6112.

Where to get more information

The full Whistleblowing Policy is available in the following places:

- Staffnet / Human Resources page
http://staffnet/gjnh/departments/corporate/human_resources/docs/whistleblowing.pdf
- Qpulse
<http://nwtc-qpulse/QPulse5Web/UI/Common/ViewAttachment.aspx?type=do&idtype=doc&id=4512>
- Website
http://www.nhsgoldenjubilee.co.uk/files/7013/5031/2147/Whistleblowing_Final_Version_July_2012.pdf
- Paper copies
Can be obtained from Human Resources

Where to get advice

- Your line manager
- Your staff side representative
- The Human Resources department
- The Employee Director
- Our Confidential Contacts
See Staffnet for contact information:
http://staffnet/gjnh/departments/corporate/human_resources/confidential_contacts/index.asp
- The Whistleblowing Champion
Maire Whitehead
0141 637 8597
Maire.Whitehead@ntlworld.com



Maire



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Tha gach sgrìobhainn againn rim faotainn ann an diofar chànanan, clò nas motha, Braille (Beurla a-mhàin), teip claidinn no riochd eile a tha sibh airson a thaghadh.

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