



# WHISTLEBLOWING POLICY

## A Simple Guide

The aim of this leaflet is to provide you with key information on the Whistleblowing Policy, so that you are aware of the protection it gives you and how to use it.

Mae'r ddogfen hon ar gael yn Gymraeg  
This document is available in Welsh



## **WHAT DOES “WHISTLEBLOWING” MEAN?**

Whistleblowing is the term used when a person who works for an organisation speaks out and ‘blows the whistle’ on misconduct or illegal behaviour within the organisation, which affects the public or other people. Officially this is called ‘making a disclosure in the public interest’.

## **WHY DOES THE COUNCIL HAVE A WHISTLEBLOWING POLICY?**

As part of the Council’s commitment to openness, we want staff to report any serious concerns about the Council’s work. The Whistleblowing Policy is intended to encourage and enable staff to safely raise their concerns within the Council, rather than overlooking a problem or blowing the whistle outside of the Council.

## **WHO IS THE POLICY FOR?**

The Policy covers all Council employees, as well as the staff of contractors who provide a service on behalf of the Council, such as carers in an external care home, and voluntary workers working for the Council.

## **WHEN WOULD I USE THE POLICY?**

You should use the Policy to report any serious wrongdoing within the Council, for example:

- someone’s health and safety is in danger
- misuse of public funds, fraud or corruption
- damage to the environment
- breaking the law – criminal offence
- purposely covering up wrongdoings

### **When is the Policy not appropriate?**

The Policy is not appropriate for dealing with grievances about your own job or your own complaints about Council services, complaints from members of the public, complaints about services provided by a contractor or about Elected Members’ conduct - all of these are covered under separate policies.

## **HOW AND WHO DO I REPORT A PROBLEM TO?**

### **If a child or vulnerable adult is at risk you should report this immediately to:**

Children’s Safeguarding Team  
**029 2053 6490**

Adults Safeguarding Team  
**029 2233 0888**

Emergency Duty Team (out of hours)  
**029 2078 8570**

If you have concerns about immediate danger needing an emergency response or if you think a crime is being committed, the police should be contacted on **101** or **999**.

### **All other concerns**

You should report your concern to your immediate line manager wherever possible. However, if your concern involves your line manager, you should report to the next level of management or, depending on the seriousness and sensitivity of the matter, to one of the following officers: the Chief Executive, Section 151 Officer, the Monitoring Officer or the Audit Manager (contact details are included at the end of the Policy). You can make a report verbally or in writing. You can use the [Whistleblowing Report form 4.C.241](#) which sets out the key information required for the Council to address your concerns. ▶



## Can I make a report in confidence?

Yes. All reports will be treated in confidence. Your identity will not be revealed without your consent, unless it is required by law or is necessary for the Council to properly address your concerns. You can also make an anonymous report, but anonymous reports are much less effective. The Policy aims to encourage you to feel confident to put your name to your allegations whenever possible.

## What is the process once you make a report?

The details will be logged, reported to the Monitoring Officer and properly investigated. The Monitoring Officer will write to you to explain how the Council intends to deal with your concerns. You may be contacted again as part of the investigation and will be notified of the outcome, so that you can be assured your concerns have been properly addressed.

## Will making a report impact on my job or reputation?

No, reporting should not affect your job or reputation. The Council will not tolerate any harassment or victimisation and will take appropriate action, if necessary, to protect you. If you do experience problems following a report made, you should report this to your line manager, HR or Trade Union representative, or the Monitoring Officer, so that appropriate action can be taken.

Please note that if you make an allegation which is not confirmed by the investigation, no action will be taken against you as long as your allegations were not made frivolously, maliciously or for personal gain.

## Where can we find the Policy?

The Policy is available on the staff intranet, via the CIS system (C.1.015) [Whistleblowing Policy](#). The [Whistleblowing Report Form](#) (4.C.241) is also on CIS. If you do not have access to the intranet, please ask your line manager (or any other Council manager) for copies.

You can also find out more about Whistleblowing from the independent charity, **Protect** (formerly called Public Concern at Work):

 020 3117 2520

 <https://protect-advice.org.uk>

