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**“Working to Empower the Community”
in Lancashire and Cumbria**

Pamela Beswick - Chief Executive Officer

Community
Legal Service



Help Point

WHISTLE BLOWING POLICY AND PROCEDURE FOR THE TEAM AND SERVICE USERS

1. Background

Under the Public Interest Disclosure Act of 1998 Signposts have implemented this policy and procedure. Signposts is committed to operating to the highest moral and legal standards and wishes to adopt the following policy and procedure.

2. Policy

Any worker, volunteer, trustee or client who feels that they have concerns that there is any activity which they consider to be:

- Illegal
- Immoral
- Unethical
- Breaching Signposts policies

Committed by any member of staff, volunteer, trustee or client in connection with Signposts operation is guaranteed that no action will be taken against them, or tolerated, when they disclose any such activity. Providing that the disclosure is made in good faith.

Whistle blowers cannot necessarily be guaranteed anonymity in such a small organisation but Signposts undertakes to take all steps necessary to protect their identity at all times.

Anyone breaching this policy will be deemed to be committing an act of gross misconduct and as such appropriate action under the disciplinary procedure will take place.

3. Procedure.

3.1 Disclosure

Any worker, volunteer, trustee or client who feels that they must make a disclosure, should in the first instance talk to the Chief Executive. If the issue is in connection with Chief Executive it should be raised with the Chair of Trustees.

Should the person who is making a disclosure feel that the issue is fundamental to the organisation or is perpetrated by more than one member of staff or trustee working in an

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organised fashion then we have the agreement of an independent third party (a Whistle Blowing Champion) to whom disclosures can be raised with.

Mike Banks of Lancashire County Council Adult Social Care has agreed to take disclosures in this instance. His contact details are via Social Services – 01524 66246.

He will deal with any disclosure following the ethos outlined in this policy.

3.2 Investigation.

Normally a confidential investigation will take place under the direction of the Chief Executive. The progress and conclusions of which will be communicated to the person making the disclosure. A report will normally be submitted to the Trustees who then may take any or all of the following actions:

- Instigate disciplinary proceedings. This could be directed at anyone concerned with the disclosure or if the disclosure is found to be malicious directed at the person who made the disclosure.
- Take no action
- Inform the Police, Social Services or other such relevant body.
- Other action deemed to be appropriate by the trustees.

4. Appeal

If the person making the disclosure disagrees with the report then they have the right to take this to the Whistle Blowing Champion. They will take such action as they see fit.

Chief Executive
Updated August 2009