

Quick reference guide:

Whistleblowing

If you are worried that something wrong or dangerous is happening at work, please don't keep it to yourself.

Unless you tell us about any concerns you may have about patient or staff safety risks, or other wrongdoing, the chances are we won't find out until it's too late.

As some of you may be nervous about raising such matters, here are some tips:

- Raise it when it's a concern – we won't ask you to prove it;
- Keep it in perspective – there may be an innocent explanation;
- It will help us if you can say how you think things can be put right;
- Stay calm – you're doing the right thing; and
- If for whatever reason you are worried about raising it with your manager, please follow the steps below.

How to raise a concern about serious malpractice

1. We hope that you will feel able to tell your line manager.
2. If for whatever reason you are uneasy about this or your manager's response doesn't seem right, you should contact: Donald Cameron (Head of Planning & Corporate Governance), PG Dean, Training Programme Director, HR Business Partner or trade union representative.
3. If you want to talk to them in confidence, just say so. If you prefer to put it in writing, that's fine but please tell them who you are.
4. If you want confidential advice first, you can talk to your local trade union representative. You may also call the independent whistleblowing charity Public Concern at Work on 020 7404 6609 [or the Confidential Alert Line 0800 008 6112].