

OVERVIEW OF THE WHISTLEBLOWING PROCEDURE

Making a disclosure

You should disclose any concerns to your line manager, head of department, or your line manager's supervisor, identifying that you are using the procedure set out in the Whistleblowing Code.

If you do not work for the Council, you should address your concern to the manager of the service which is the subject of your concern. If the person to whom you make your disclosure cannot assist you, he or she will identify someone who can.

Initial response to your disclosure

Your disclosure will be acknowledged and you will be invited to provide further information as necessary. The Council will take any urgent action and then decide how to respond to your disclosure. The Council will decide whether or not to investigate, and determine the scope of the investigation.

If any of the concerns you have reported suggest that someone has:

- Behaved in a way that has harmed, or may have harmed, a child;
- Possibly committed a criminal offence against children, or related to a child; or
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children,

the matter will be referred to the Local Authority Designated Officer (Safeguarding), who may contact you directly.

Investigation or referral stage

If the matter cannot be resolved through normal line management procedures and is suitable for internal investigation, an appropriate individual will be appointed as investigating officer to carry out a 'fact finding' exercise to determine whether there is a case to answer and whether any further action is necessary.

If the matter is unsuitable for internal investigation, it may be referred to an external body such as the Police or the Local Authority's external auditor. Alternatively, an independent inquiry may be held.

Notification of the outcome

CLASSIFICATION: UNCLASSIFIED

Subject to any legal constraints you will be informed of the outcome of any investigation. If you are not satisfied with the outcome, you may raise a further concern in accordance with paragraph 11.2 of the Code.