



Newmarket Day Centre CIO

CIO No. 1160955

1. INTRODUCTION & DEFINITION

- Newmarket Day Centre acknowledges its duty under the public Interest Disclosure Act 1999 to prevent malpractice. It further acknowledges that employees have a right under the Act to raise concerns about misconduct or malpractice within the Day Centre if these have not been satisfactorily addressed through other internal reporting procedures.
- This policy applies to all Employees, Volunteers & Trustees of the Newmarket Day Centre, for the purpose of this policy are hereinafter referred to collectively as Employees
- If an employee is to be protected, the disclosure must be one that, in the reasonable belief of the employees show a past, present or anticipated wrong doing to which the disclosure must relate, which are:
The commission of a crime
Failure by a person to comply with legal obligation.
Miscarriage of justice
Endangerment of individual Health & Safety
Environmental Damage
Concealment of the information tending to show any of the above.

2. PURPOSE

The purpose of this policy is to:

- Create a free and open culture whereby individual employees feel confident that they can raise concerns about any form of wrong doing within the workplace without fear of reprisal.
- Ensure that any concern raised is investigated thoroughly & resolved quickly & satisfactorily in order to protect employees, service users, family carers & members of the public.

3. RESPONSIBILITY

- Newmarket Day Centre is committed to the highest possible standards of quality, honesty, openness & accountability. Newmarket Day Centre expects & actively encourages employees to report anything in the workplace that they consider to be illegal, improper, unethical or unsafe.
- Employees have an individual responsibility and a right to raise any issues of concerns they have about the care or services provided by Newmarket Day Centre.
- Managers have a responsibility to investigate the concerns raised as soon as possible and as thoroughly as possible in accordance with the procedures set out below.

4. LINKS WITH OTHER PROCEDURES

- This Whistle-blowing Policy should only be used to raise concerns about possible wrongdoing that cannot be/or have not been satisfactorily resolved via use of the Newmarket Day Centres other internal procedures. This procedure should not be used as a substitute for other internal procedures such as those governing Newmarket Day Centre, Fred Archer Way, Newmarket, Suffolk, CB8 8NT
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Grievances, Complaints or Discipline & employees should always exhaust these internal procedures BEFORE implementing the whistle-blowing procedure.

- In the event that a Whistle-blowing complaint is received, full investigation will be carried out & appropriate action taken to resolve the complaint.

5. THE PROCEDURE

- Employees making a disclosure should do so in writing, providing as much detail as possible. The report should be sent to The General Manager for disclosures relating to a member of staff or a volunteer.
- The Chair of the Board of Trustees should be sent any report relating to the General Manager or a Trustee of the board.
- The Chairman and General Manager along with the board of Trustees will meet to agree the appropriate action to be taken as a result of receiving the report.
- A meeting will be arranged with the Employee raising the concern to make an assessment about any further action that may be necessary. Although an employee will not be expected to prove the truth of an allegation, they will need to demonstrate that there are sufficient grounds for the concern. Notes of the meeting will be taken & agreed with the employee & these will be kept in a secure place until the matter is resolved. Records may be used in evidence if any other procedure is instigated. Once an issue is resolved, records will be held in a secure file by the General Manager for one year.
- It is the aim of the Newmarket Day Centre to deal with disclosures promptly & efficiently & to reach a final solution within 28 working days. The timescale may be affected however by other internal procedures that are instigated as a result.
- Employees may be accompanied by a non-legal representative or work colleague at any meeting attended in connection with the investigation.

6. ASSURANCE TO EMPLOYEES

- The concerns of the employees will be treated seriously & sensitively.
- Every effort will be made to ensure the anonymity of employees who raise matters of concern. However, it is not possible to give absolute guarantees of confidentiality, especially if the matter raised results in an investigation that leads to disciplinary action being taken against an employee.
- Newmarket Day centre will not tolerate harassment of any employee who makes a whistle-blowing disclosure.

7. MISUSE OF THE PROCEDURE

- Employees will lose their protection under this procedure if found to be making a malicious or reckless disclosure the aim of which is personal gain, the pursuit of a personal vendetta or cause disruption to the Newmarket Day Centre. Such malicious or reckless disclosures will be subject to disciplinary action.

8. This document will be reviewed as required as a result of changes in legislation, personnel or working practises.

Reviewed April 2015. Next review 2017.

Newmarket Day Centre
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