

<b>Name of Policy or Procedure :</b>	Whistleblowing Policy and Procedure	<b>Internal/ External</b>	Internal
<b>Section</b>	Housing Academy	<b>Teams</b>	CIH Learning, CIH Training, CIH Apprenticeship Training Provider
<b>Policy owner and job title</b>	Sharon Hackett	<b>Approved :</b>	Vanessa Howell, Head of Professional Standards
<b>Date effective from:</b>	April 2018	<b>Review date:</b>	April 2021
<b>Associated Policies and Procedures</b>	Complaints Policy and Procedure Malpractice Procedure Safeguarding Policy and Procedure Prevent Policy and Procedure	<b>Version</b>	V.1 Aug 2018

## 1. Introduction

This policy and procedure sets out the way in which workers may raise any concerns that they have and how those concerns will be investigated by CIH Housing Academy. It applies to all staff and contractors performing roles in relation to CIH Housing Academy, hereafter known as 'the worker(s)'.

- Whistleblowing is the reporting by a worker in an organisation of mismanagement that is in the public interest or of interest to those in authority.
- A whistleblower is a worker in an organisation who reports a concern or mismanagement

In the case of CIH Housing Academy, 'the public' means learners, apprentices, contractors, staff, member and other partners.

CIH Housing Academy encourages anyone associated with the organisation to report any concerns that they may have about the conduct of others or the way in which the business is run. Workers are protected by law if they report any of the following:

- A criminal offence eg fraud
- Someone's health and safety is in danger
- Risk or actual damage to the environment
- A miscarriage of justice
- The company is breaking the law
- They believe someone is covering up wrongdoing

These concerns are also known as 'qualifying disclosures' under the Public Interest Disclosure Act 1998.

Personal grievances, such as bullying, harassment, discrimination will be dealt with through CIH's policy and procedure if you are a member of staff or through the appropriate CIH Housing Academy Line Manager in the case of contractors.

## **Principles**

- Everyone should be aware of the importance of preventing and eliminating wrongdoing at work. Workers should be watchful for illegal or unethical conduct and report any incidents of that nature that they become aware of.
- Workers can raise concerns at any time about an incident that may have happened in the past, is happening now or those they believe will happen in the future.
- Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the worker who raised the issue.
- No worker will be victimised for raising a matter under this procedure. This means that the continued employment and opportunities for future promotion or training of the worker will not be prejudiced because he/she has raised a legitimate concern.
- Victimisation of a worker for raising a qualifying disclosure will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure CIH's disciplinary procedure will be used, in addition to any appropriate external measures.
- Maliciously making a false allegation is a disciplinary offence.

- An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority such as a manager, workers should not agree to remain silent. They should report the matter to another senior member of staff.
- The identity of any worker, reporting a concern will be treated with the strictest confidence and will not be disclosed without their prior consent.
- CIH may need to protect the confidences of other people involved in the investigation which means that some details of the investigation will not be disclosed.
- If workers report their concern to the media, in most cases, they will lose their whistleblowing law rights.

## **Procedure**

Any investigations under this policy and procedure will follow the procedures set out in CIH Housing Academy's Complaints procedure and, in addition, take into account the following considerations:

1. In the first instance, any concerns should be raised with the appropriate CIH Housing Academy Manager who will decide if any action is needed, unless
  - the worker reasonably believes his/her CIH Housing Academy Manager to be involved in the wrongdoing, or
  - the worker does not wish to approach his/her Manager

in which case any concerns should be raised with another CIH Housing Academy Manager.

At this stage, workers must say straightaway if they don't want anyone else to know it was them who raised the concern. If workers do this the relevant Manager may not be able to take their concerns further if all the information needed can't be provided.

2. If, on completion of the investigation, the worker feels that the relevant Housing Academy Manager has failed to make a proper investigation he/she should inform the relevant Head of Service, who will arrange for another manager to review the investigation carried out, make any necessary enquiries and report on their findings.

3. If, once all stages in the Complaints Procedures, have been exhausted the worker reasonably believes that appropriate action has not been taken, he/she should report the matter to the proper authority. The legislation sets out a number of bodies to which qualifying disclosures may be made.

These include:

- HM Revenue & Customs;
- the Financial Services Authority;
- the Office of Fair Trading;
- the Health and Safety Executive; and
- the Environment Agency.

For more information go to <https://www.gov.uk/whistleblowing>