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## WHISTLE BLOWING POLICY

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### 1. Purpose of this Document

- 1.1 This document outlines the policy of the MOONSTONE CARE in relation to dealing with allegations of abuse of our service users made by members of staff of the agency against other staff. This process is known as whistle blowing. In the past, the management of organisations often treated people who reported adversely on their colleagues as trouble-makers, but we now recognise that it is staff that is most likely to observe and be in a position to report on bad practice. We therefore try to create an atmosphere of open communication and commitment to high standards of work, within which criticisms can be frankly made and thoroughly investigated.

### 2. Obligations on Staff to Report Abuse

- 2.1 It is required of staff that they observe the agency's work carefully and report diligently on anything which causes them concern. We believe that teamwork and loyalty to colleagues should not be allowed to deter staff from reporting bad practice when they observe it. Any member of staff who witnesses or suspects abuse by another member of staff should report as soon as possible to their Care Manager.

### 3. Investigating and Dealing with Allegations

- 3.1 The manager to whom abuse by a staff member is reported should take the necessary steps under the agency's policy on abuse. In addition, they should if possible protect the source of the information. If a manager fails to act promptly, suppresses evidence or is involved in any action to discourage whistle blowing, they may render themselves liable to disciplinary action.

### 4. Dealing with Staff who have reported Abuse

- 4.1 Any member of staff who attempts to prevent a staff member from reporting their concerns to a manager or who bullies, attempts to intimidate or discriminates against a colleague in these circumstances will be dealt with under disciplinary proceedings. A whistleblower who feels themselves to be subject to hostile action from colleagues should inform their manager, who should if necessary take steps to alter the staff member's duties so as to protect them from the hostile action.

### 5. Unjustified Reporting

- 5.1 Managers must take reports from whistleblowers seriously and investigate all allegations thoroughly. Any allegations against colleagues, however, which are found to be merely flippant or malicious, may render the person who made them liable to disciplinary action.

### 6. Training

- 6.1 All Agency staff should need this policy on whistle blowing as part of the induction training for all new staff.