

## Family Voice Norfolk Whistleblowing policy

### Who are we?

Family Voice Norfolk is the independent Parent Carer Forum for Norfolk, one of a national network covering each English local authority area.

We are all parent carers or close relatives of children and young people (up to 25 years) living with special educational needs and/or disabilities (SEND). We want to improve the services for families like ours in Norfolk.

### What do we do?

We listen to the views of Norfolk families and represent their voices. We are governed by a steering group and have a team of parent carer representatives and local ambassadors.

Our team of representatives works in partnership with service planners, commissioners and providers to imagine and design better services that meet the needs of families.

### Who is this policy for?

This policy is intended for people acting on behalf of Family Voice Norfolk and others who have serious concerns about any aspect of our work.

### Why have this policy?

This policy is to help and encourage people who have serious concerns about any aspect of our work to come forward and voice those concerns so that they can be investigated. This Whistleblowing policy does not replace existing policies and procedures that deal with:

- your concern of your own treatment as an employee or representative of Family Voice Norfolk. This should be dealt with under the Grievance policy
- your concern about how you have been represented by Family Voice Norfolk. This should be dealt with under the Compliments and complaints policy.

People working within an organisation are often the first to realise that there may be something seriously wrong within the organisation. 'Whistleblowing' is viewed by Family Voice Norfolk as a positive act that can make a valuable contribution to our efficiency and long-term success. It is not disloyal to colleagues or Family Voice Norfolk to speak up. We are committed to achieving the highest possible standards of service and to help achieve these standards we encourage freedom of speech.

### What should be reported?

Any serious concerns which might relate to:

- conduct which is an offence or a breach of the law

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- disclosures related to miscarriages of justice
- racial, sexual, disability or other discrimination
- health and safety of the public and/or other employees
- damage to the environment
- unauthorised use of public funds or other assets
- possible fraud and corruption
- neglect or abuse of our membership, or other unethical conduct.

### **What protects the whistleblower?**

This policy has been written to take account of the Public Interest Disclosure Act 1998, which protects workers making disclosures about certain matters of concern, when those disclosures are made in accordance with the Act's provisions and in the public interest.

### **Am I supported if I make a disclosure to you?**

Yes. Throughout this process:

- your concerns will be taken seriously, and
- Family Voice Norfolk will support you throughout the investigation.

For those who do not act on behalf of Family Voice Norfolk, we will endeavour to provide appropriate advice and support wherever possible.

### **Will my disclosure be dealt with confidentially?**

Yes. All disclosures will be treated in confidence and we will make every effort not to reveal your identity, if that is your request. If disciplinary or other proceedings follow the investigation, it may not be possible to take actions based upon your disclosure without your help, as you may be needed to come forward as a witness. If you agree to this, you will be offered advice and support.

### **Can I make my disclosure anonymously?**

Yes, although doing so will make it much harder for us to protect your position or give you feedback.

### **What happens if my disclosure turns out not to be true?**

If you make the disclosure in good faith and reasonably believe it to be true, but it is not confirmed by the investigation, Family Voice Norfolk will recognise your concern and you have nothing to fear. If, however, you make the disclosure frivolously, maliciously or for personal gain, appropriate action that could include disciplinary action may be taken.

### **Who should I raise my concern with?**

Please submit your disclosure in writing and post to:

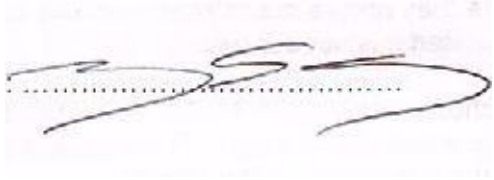
Family Voice Norfolk, PO Box 1290, Long Stratton, Norwich, NR15 2HD.

Marking the envelope 'Confidential'

Or you can contact the Independent Point of Contact Julie Singleton (CAF) Parent Participation Advisor East & the South East of England at Contact.

Telephone Number: 07910 795960 or email address [julie.singleton@cafamily.org.uk](mailto:julie.singleton@cafamily.org.uk)

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Procedure created by	-	Date of review	-
Steering group adopted (name and role)	 Tracey Sismey, Chair	Date	21 April 2019

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