

RAISING CONCERNS IN THE NHS

A GUIDE FOR STAFF

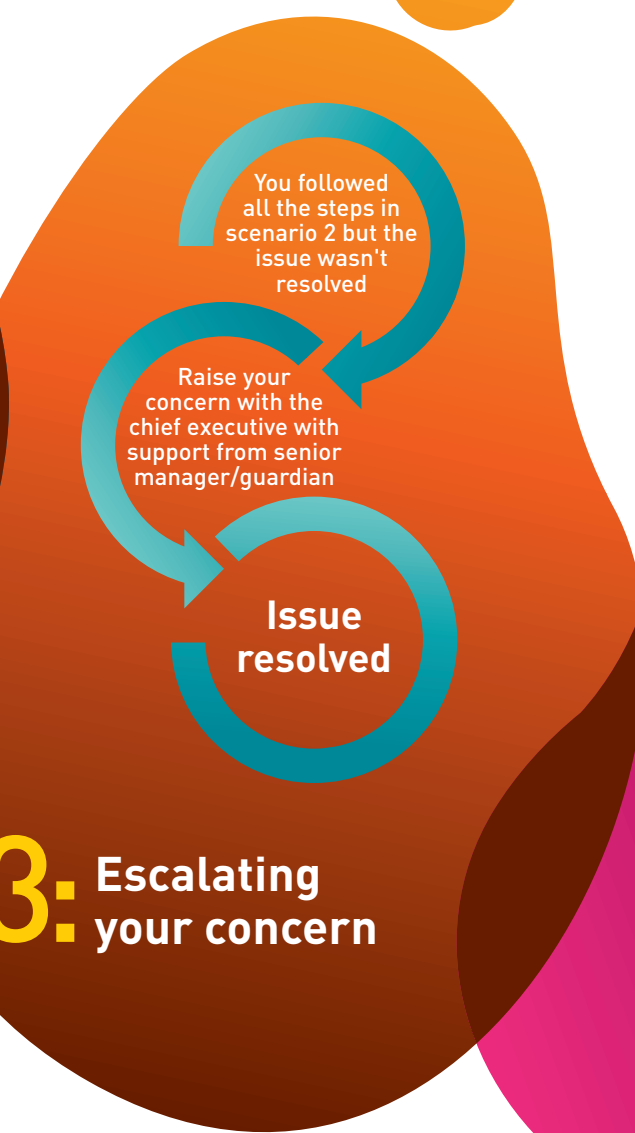
This resource has been designed to help you effectively raise a public interest concern in the NHS. A public interest concern could be:

- someone's health and/or safety has been put in danger due to an action or inaction
- damage has been caused to the environment
- a criminal offence has been committed
- an employer fails to obey the law (such as not having appropriate insurance)
- a malpractice or wrongdoing has been covered up.

Process for raising concerns

Step one: Familiarise yourself with your organisation's raising concerns/whistleblowing policy. You can find this on your organisation's intranet or by asking your HR department.

Step two: Is your concern a public interest concern? If so, work through the scenarios below.



Top tips for effectively reporting your concern

- ✓ Follow your internal policy and procedures.
- ✓ Understand your rights and the support available to you.
- ✓ Be specific and focus on the facts.
- ✓ Be positive and professional.
- ✓ Gain the support of your colleagues (if they share your concern).
- ✓ Understand that confidentiality isn't always possible to effectively deal with concerns.
- ✓ Keep notes and copies of communications.
- ✓ Keep in contact with your manager or designated person.
- ✓ Keep records of assurance of action or if your concern hasn't been dealt with – maintain professionalism.



Always seek additional advice and support before deciding to raise a concern externally.

Further advice, support and guidance is available from your HR department, Freedom to Speak Up guardian or other designated champion/ambassador within the trust. You can also speak to your trade union, regulatory or professional body or seek independent advice from the National Whistleblowing Helpline on **0800 0724725**.