

CPG53 - Appendix 3

Raising a Concern Process

Step one

If you have a concern about a risk, malpractice or wrongdoing at work, we hope you will feel able to raise it first with your line manager, lead clinician or tutor (for students). This may be done orally or in writing.

Step two

If you feel unable to raise the matter with your line manager, lead clinician or tutor, for whatever reason, you are able to raise it via the 'I'm worried about' mechanism on the intranet or raise the matter with our Principal Freedom to Speak Up Guardian by:

Email:

Telephone:

This person has been given special responsibility and training in dealing with whistleblowing concerns. They will:

- treat your concern confidentially unless otherwise agreed
- ensure you receive timely support to progress your concern
- escalate to the board any indications that you are being subjected to detriment for raising your concern
- remind the organisation of the need to give you timely feedback on how your concern is being dealt with
- ensure you have access to personal support since raising your concern may be stressful.

If you want to raise the matter in confidence, please say so at the outset so that appropriate arrangements can be made.

Step three

If these channels have been followed and you still have concerns, or if you feel that the matter is so serious that you cannot discuss it with any of the above, or if the concern relates to the Principal Guardian, please contact:

- Sean Leahy, Executive Director of People and Culture
- Natalie Hammond, Executive Director of Nursing and Quality at NatalieHammond@nhs.net
- Alison Rose-Quirie, Non-Executive Director at a.rose-quirie@nhs.net

Step four

You can raise concerns formally with external bodies; a list is provided under Appendix 1.