

# Whistleblowing Process Map



## Step 1: Identify the Concern

- Determine if the issue involves unsafe care, unsafe working conditions, inadequate training, poor incident responses, bullying, or other misconduct.
- You do not need proof, but your concern should be genuine.



## Step 2: Report to Your Line Manager

- Speak to your line manager as soon as possible.
- Your manager will acknowledge your report and ensure you are not victimised.



## Step 3: Escalate if Necessary

- If you feel unable to report to your line manager or your concern involves them, escalate to a director or another senior manager.



## Step 4: External Reporting

If internal reporting is not appropriate or your concern is not addressed, you have the right to report to:

- Care Quality Commission (CQC)
- Local Authority Safeguarding Unit
- Police
- Contact details for these authorities are available in the staff handbook.



## Step 5: Investigation & Protection

- The reported concern will be investigated under the Adult Safeguarding Policy.
- If necessary, steps will be taken to protect the whistleblower's identity.
- Any interference or victimisation against whistleblowers will result in disciplinary action.



## Step 6: Confidentiality & Anonymity

- You may raise concerns confidentially (only the reporting person knows your identity) or anonymously (without revealing your identity at all).
- Confidentiality will be maintained unless disclosure is required by law.



## Step 7: Whistleblowing Support

- You are encouraged to seek independent legal advice through a trade union or professional organisation.



## Additional support

Additional support is available through the NHS and Social Care at:

Whistleblowing Helpline

**08000 724 725**