



## Whistle-blowing Policy

1. It is important that any fraud, misconduct or wrongdoing by volunteers, employees, trustees or others working on behalf of Gateshead Hatzola (Hatzola) is reported and properly dealt with. We therefore encourage all individuals to raise any concerns that they may have about the conduct of others in Hatzola or the way in which it is run. This policy sets out the way in which individuals may raise any concerns that they have and how those concerns will be dealt with.
2. Within this policy and procedure Hatzola adheres to the regulations set by the Care Quality Commission:
  - Health and Social Care Act 2008 (Regulated Activities) Regulations 2014: Regulation 17: Good governance
3. Although Hatzola is a voluntary organisation and therefore not covered by the Public Interest Disclosure Act 1998, Hatzola wishes to comply with the spirit of legislation. Therefore, it will provide protection for volunteers or employees who raise legitimate concerns about specified matters in the public interest. These are called 'qualifying disclosures'. A qualifying disclosure is one made by a volunteer or employee who has a reasonable belief that any of the following is being, has been or is likely to be committed:
  - a criminal offence
  - a miscarriage of justice
  - an act creating risk to health and safety or to the safety of patients
  - an act causing damage to the environment
  - a breach of any other legal obligation
  - concealment of any of the above
4. It is not necessary for the volunteer or employee to have proof that such an act is being, has been, or is likely to be committed – a reasonable belief is sufficient. The volunteer or employee has no responsibility for investigating the matter – it is Hatzola's responsibility to ensure that an investigation takes place.
5. If a volunteer or employee makes a protected disclosure, he has the right not to be dismissed, subjected to any other detriment or victimised as a result.
6. Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the person who raised the issue.
7. Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
8. If misconduct is discovered as a result of any investigation under this procedure, Hatzola's disciplinary procedure will be invoked, in addition to any appropriate external measures. Maliciously making a false allegation is a disciplinary offence.
9. An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority, a volunteer or employee should not agree to remain silent. He should report the matter to the Registered Manager/Co-ordinator, the Clinical Director or the Nominated Individual as appropriate.
10. In the first instance, any concerns should be raised with the Registered Manager/Co-ordinator, who will arrange an investigation of the matter. Any investigation will be carried out in accordance with the principles set out above. On conclusion of any investigation, the person raising the concern will be told

the outcome and what Hatzola has done, or proposes to do, about it. If no action is to be taken, the reason for this will be explained.

11. If a volunteer or employee is concerned that the Registered Manager/Co-ordinator is involved in the wrongdoing, has failed to make a proper investigation or has failed to report the outcome of the investigations to the relevant person, he should escalate the matter to the Nominated Individual. The Nominated Individual will arrange for a review of the investigation to be carried out, make any necessary enquiries and make their own report to the trustees.
12. If after following the above procedures a volunteer or employee reasonably believes that the appropriate action has not been taken, he should report the matter to the relevant body. This includes:
  - the Health and Safety Executive
  - the Environment Agency
  - the Charity Commission
  - the Information Commissioner
  - the Care Quality Commission

The full list can be found in The Public Interest Disclosure (Prescribed Persons) Order 2014:  
[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/496899/BIS-16-79-blowing-the-whistle-to-a-prescribed-person.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/496899/BIS-16-79-blowing-the-whistle-to-a-prescribed-person.pdf)

## **CONTACT NUMBERS**

Co-ordinator: Dovid Katz:

Trustees:       D Mirwis  
                      S Loebenstein  
                      M Shein  
                      B Stern

Nominated Individual: M Shein:

Clinical Director: Dr MS Herscovitz:

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| Author               | M Glickman    |
| Adopted              | Feb 2019 – v1 |
| Revised              | Feb 2020 – v2 |
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