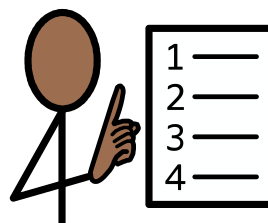
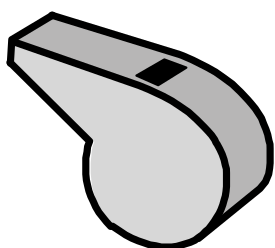


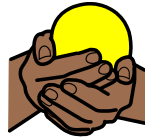
Freedom to Speak Up:



Whistleblowing Policy



Easy Read



=



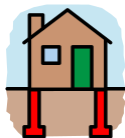
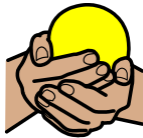
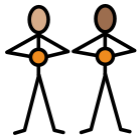
Henshaws values ARE Ambition,



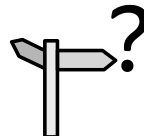
+



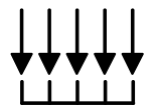
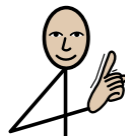
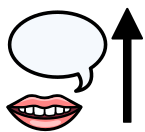
Respect, and Empowerment.



Our values underpin a transparent

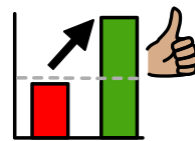
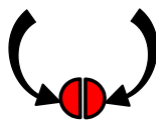
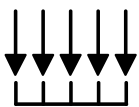


supportive culture where

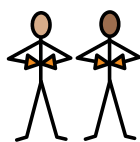


+

speaking up is essential every and



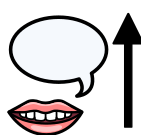
every voice makes a difference.



We



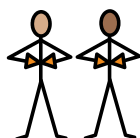
welcome



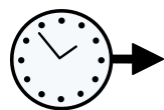
speaking up

+

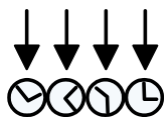
and



we



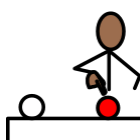
will



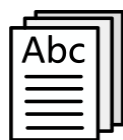
always



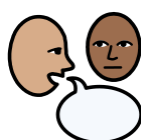
listen.



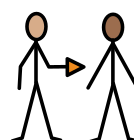
This



document



tells



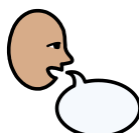
you



about



confidential



reporting

+

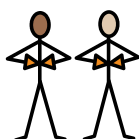
and



how



together



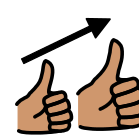
we



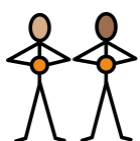
can



keep



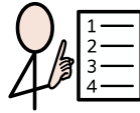
improving



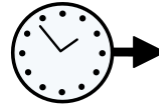
our



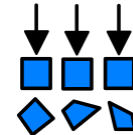
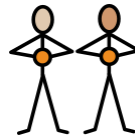
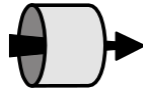
service.



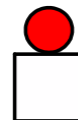
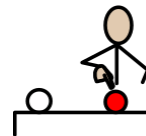
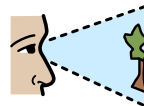
Key Principles:



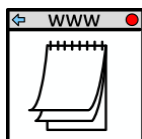
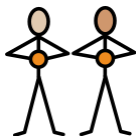
Concerns or complaints will be



dealt with through our normal



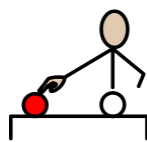
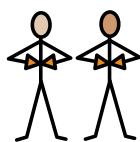
procedure, please see this on



our website www.henshaws.org.uk

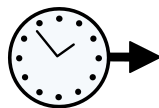


or in the Admin Office.

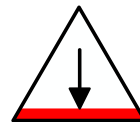
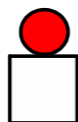
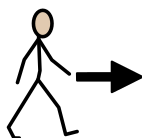


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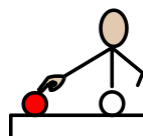
We recognise that Staff and



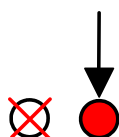
Artmakers will need to come



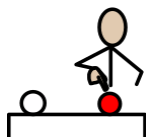
forward on a confidential basis to



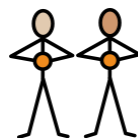
disclose something that affects



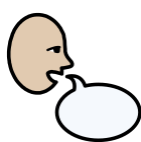
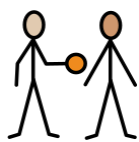
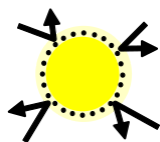
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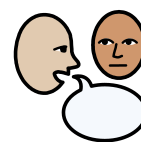
others, and this can be



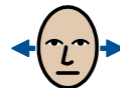
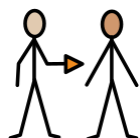
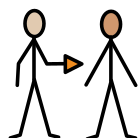
daunting. It is our promise to



+



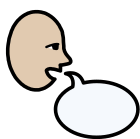
protect your disclosure, and inform



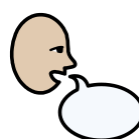
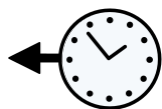
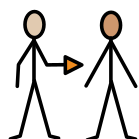
you you have the right not to



be dismissed, subject to the



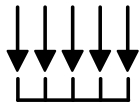
disclosure, or victimised because



you have made a disclosure.



Key Responsibilities:



All

Henshaws



Staff,



Support



Staff,

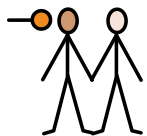


volunteers,

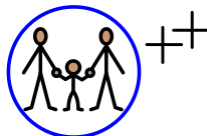
Artmakers

+

and



their



families

+

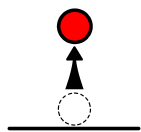
and



carers



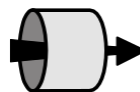
can



raise



concerns

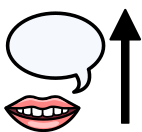


through

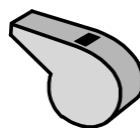


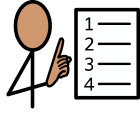
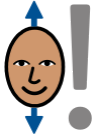
Freedom

to



Speak Up (Whistleblowing).

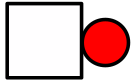




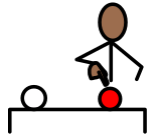
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Certain disclosures are prescribed

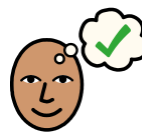
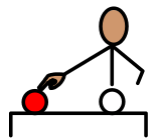


by law as 'qualifying

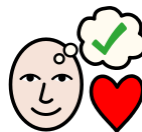


disclosures'. This means a piece of

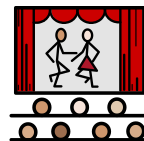
i



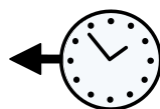
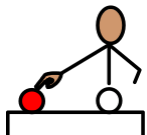
information that is believed to be



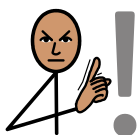
+



in the public interest and shows



that Henshaws has committed a



'relevant



failure'

e.g.

e.g.



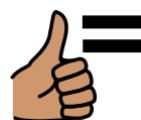
•A criminal offence



•Failing to comply



•A miscarriage of justice



•Endangering people

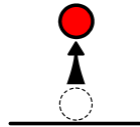




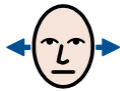
•Environmental damage



•Concealing information



The person raising the concern



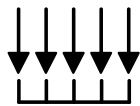
has no responsibility for



investigating the matter.



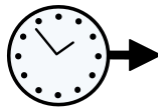
The Procedure:



All

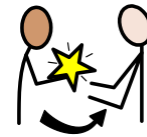


concerns



will

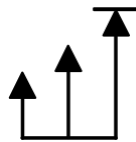
be



treated



in



the

utmost

confidence.



More



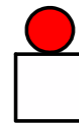
information



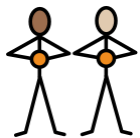
can

be

found



on

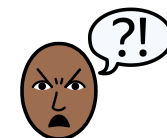


our



Compliments

+



and

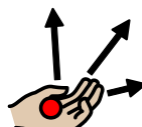
Complaints



Policy

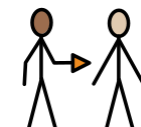
++

also



available

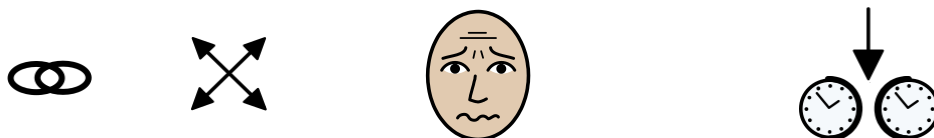
to



you.



You are urged to come forward



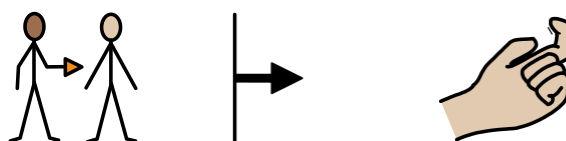
with any concerns as soon as



possible before anything may



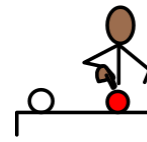
become serious. If anyone tries to



discourage you from coming

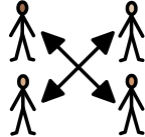


forward, this will be treated as

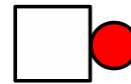
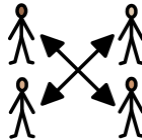


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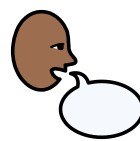
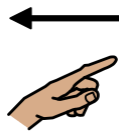
a disciplinary offence. This also



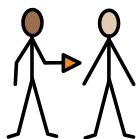
applies to anyone who criticises



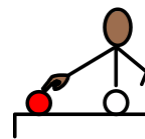
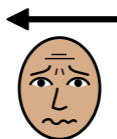
or victimises anyone after a



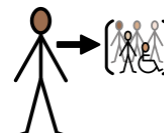
concern has been expressed. If



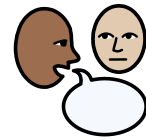
=



you are concerned that a



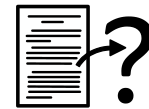
Henshaws manager is involved in



any wrong doing, you can notify a



different more Senior Manager or



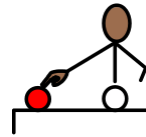
HR who can escalate matters



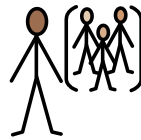
to an appropriate person.



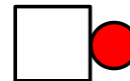
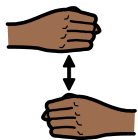
Formal Action:



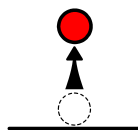
Where it is alleged that a



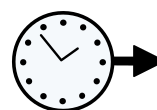
Henshaws staff member has not



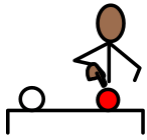
acted in good faith by



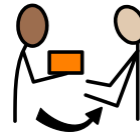
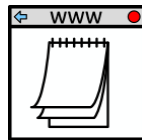
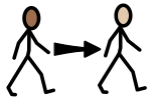
maliciously raising unfounded



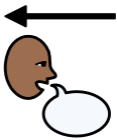
allegations, Henshaws will treat



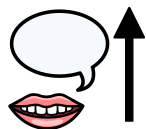
this as a disciplinary matter.



The following websites offer



detailed advice and support about



Speaking Up:

www.speakup.direct

www.protect-advice.org.uk