

Title: Supporting Reporting	URN ES39 (formerly PSB 6013)
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Policy & Procedure Contents

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Part One - Policy

Policy Statement

The Confidential Reporting Policy has been devised to maintain public trust and confidence in the rule of law and to preserve the health, safety and welfare of members of staff. It is intended to encourage staff to expose any wrong-doings of which they become aware in the knowledge and understanding that their concerns will be thoroughly investigated without fear of reprisal. It lays down procedures for enabling members of staff to disclose their concerns confidentially and promises support for them and any other person who takes part in the process of disclosure. It also sets out the responsibilities of those who receive such information. It is not intended to replace or diminish other opportunities for members of staff to report concerns, for example The Fairness at Work Policy.

All organisations need serious and effective Anti-fraud, Anti-Corruption and Confidential Reporting (Whistleblowing) arrangements and policing these matters is central to everything we do. The very highest standards of probity are demanded by the PCC for Humberside and Humberside Police. The PCC and Chief Constable anticipate absolute compliance from those individuals to whom these arrangements apply.

The PCC and Humberside Police will act to ensure that fraud or corruption are addressed robustly and those involved in corrupt or fraudulent acts can expect to be prosecuted.

The [Code of Ethics](#) published in 2014 by the College of Policing requires us all to do the right thing in the right way. It also recognises that the use of discretion in Policing is necessary but in using discretion, states that you should, "*take into account any relevant policing codes, guidance, policies and procedures into consideration.*"

The Nine Policing Principles are set out in the Code of Ethics for the Police Service. These principles must be the subject of absolute compliance.

The Nine Policing Principles

Accountability

You are answerable for your decisions, actions and omissions.

Fairness

You treat people fairly.

Honesty

You are truthful and trustworthy.

Integrity

You always do the right thing.

Leadership

You lead by good example.

Objectivity

You make choices on evidence and your best professional judgement.

Openness

You are open and transparent in your actions and decisions.

Respect

You treat everyone with respect.

Selflessness

You act in the public interest.

Aim

The aims of this procedure are to:

- enable the Force to address allegations of corruption and malpractice
- establish and maintain a climate where officers and staff feel a genuine obligation to report corruption, dishonesty
- improve the confidence of officers and staff in internal systems and their willingness to make professional standards reports
- ensure those who make reports in good faith are valued and supported by their colleagues and managers
- tell managers, supervisors, officers and staff about their roles and responsibilities under this procedure
- notify officers and staff of the possible implications if they are involved in 'wrongdoing'

Compliance

All staff and officers should comply with this policy.

Managers and supervisors are responsible for ensuring compliance with this procedure.

If anyone has any concerns that people are not complying with this policy they should contact:

- DI Andy Hayes from ACU
- Clare Baggs from HR or
- Caroline Neadley from Legal Services.

Legal Basis

The legal basis for this policy comes from The Police Act 1996 and The Public Interest Disclosure Act 1998.

Monitoring and Review

This policy will be reviewed every three years to assess/address

- Its effectiveness in the business area concerned
- Any changes to legislation or common law
- Challenges to the policy
- Any identified inefficiencies in relation to implementation.

Part Two – Policy Procedure

Chapter One

Introduction

It is essential that all staff recognize the fundamental need to maintain the integrity of the police service. All Humberside Police employees are expected to challenge and report unethical and / or criminal behavior by their colleagues.

Examples of such behavior may include:

- Disrespectful or discourteous behavior towards colleagues or the public.
- Discrimination – on the grounds of race, religion, gender or sexual orientation.
- Substance Abuse – the misuse of controlled drugs and alcohol.
- Misuse of Police Information – for a non-policing purpose.
- Corruption – the abuse of a role or position for personal gain.
- Serious Mismanagement – unlawful orders or malfeasance.
- Substantial waste of public resources.

This list is not exhaustive and the instigation of this policy will be considered case by case.

Chapter Two

Purpose

Humberside Police want to create a climate where all staff have confidence in the reporting mechanisms available to them, and feel that such action will be fully supported.

Secondly, the service recognizes and acknowledges that the notification of formal investigation or misconduct proceedings against a member of staff or a police officer, is a significantly stressful time for the individual and their family, as well as for the person reporting. Both may face long periods of uncertainty whilst the case is progressed through the different stages.

The service has a legal duty of care to our employees under Health and Safety legislation and the appointment of a **Welfare Support Officer** is considered an advisable role to support, monitor and review an employees' wellbeing throughout this extended period of anxiety.

This guidance document is intended to assist any officer or member of staff who is considering reporting wrongdoing or has been nominated to perform the role of a Welfare Support Officer. It is designed to give general advice on roles and responsibilities, and be a reference guide to obtain further support if it is required.

It is acknowledged the Welfare Support Officer role is undertaken in addition to an individual's normal duty and it is important the nominated person is fully supported by their line manager.

Chapter Three

Meaning of Wrongdoing

The term wrongdoing applies to, "Any disclosure of information which, in the reasonable belief of the worker making the disclosure, tends to show one or more of the following:"

"That a criminal offence has been committed, is being committed or is likely to be committed."

"That a person has failed, is failing or is likely to fail to comply with any legal obligation to which they are subject."

"That a miscarriage of justice has occurred, is occurring or is likely to occur."

"That the Health & Safety of any individual has been, is being or is likely to be endangered."

"Breaches of the Standards of Professional Behavior for Police Officers and Breaches of the Police Staff Discipline SOP." This could include bullying in the workplace, harassment or other discriminatory behavior.

"That information in respect of any of the above has been or is to be deliberately concealed."

This is often referred to as "protective disclosure". This protection is set out in the Public Interest Disclosure.

All staff are reminded that under the Equality Act 2010 discrimination against the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation are unlawful.

Chapter Four

Reporting Wrongdoing

There are many ways in which wrongdoing can be reported, in person, or through a third party. The most common are:

- Through Line Management
- Professional Standards Department
- Anti-Corruption Unit
- Directly to the PCC
- Bad Apple which is a confidential reporting line' ('via the intranet)
- Staff Associations
- Federation
- Mentors
- Independent Police Complaints Commission (IPCC)
- Crime stoppers on 0800 555111
- Criminal Cases Review Commission
- Public concern at Work which is an Independent Whistleblowing Charity Tel 0207 404 6609 Email: helpline@pcaw.org.uk

It is quite appropriate for the person reporting to contact a trusted friend or colleague within the options above. They may also contact alternative line managers where the problem concerns their direct line management or they do not feel confident speaking to them.

All staff are reminded that the Reporting of Wrongdoing process is not to be used for issues that should normally be addressed using Grievance Procedure.

Chapter Five

Receipt of the Report

Not all reports of wrongdoing will lead to a criminal or misconduct investigation; however the perception of the person making the report is that it is a serious matter, and any response should reflect that.

When the conduct reported is particularly serious, the balance should be decided in favor of preventing further harm and detecting the offence. In other cases, it may remain as intelligence in order to protect confidentiality.

Where a report of wrongdoing is made to a line manager, that **line manager** must:

- Be supportive, establish the facts.
- Document any views or suggestions made by the person making the report, including views in relation to confidentiality.
- Consider if the allegation amounts to a crime - if so, take any action necessary to secure and preserve evidence.
- Take immediate steps to prevent victimization.
- Advise the person making the report of what initial steps will be taken.
- Consult with local management for a decision to be made as to whether the matter should be declared a 'critical incident' (if so, a meeting between PSD and the relevant local management team will be held to conduct a further risk assessment, using the national decision making model).
- Document decisions made regarding support measures for the person making the report, including the appointment of a Welfare Support Officer for both parties involved.

Where a report of wrongdoing is made **directly** to ACU, or received by the ACU from a third party, the **ACU** will:

- Review the available information.
- Decide if the report is to be classified as wrongdoing.
- Declare a critical incident if appropriate.
- Decide on the appropriate level of investigation needed.
- Agree the appointment of an investigator (I.O.)
- Liaise with Head of PSD where appropriate
- Consider if a mandatory or voluntary referral to the IPCC is required

In either case, the **Appropriate Authority at PSD/ACU** will then:

- Review the initial steps taken/considered to support or protect the person making the report
- Decide whether to refer to the DCC to consider the accused officer's duties (suspension or restriction).
- Ensure the Commander nominate a Command Team SPOC and ensure that the nominated SPOC is aware of their responsibilities in respect of having overall responsibility for welfare.

NOT PROTECTIVELY MARKED

- If the officer concerned moves Commands or Departments during the process, then agreement must be made as to which Command Team member has the responsibility for the accused officer's welfare.
- Ensure Part 1 of a 'Statement of Expectations' is completed (see Appendix)

In the event the report relates to a member of police staff, the Police Staff Conduct Unit will be informed when it relates to the conduct of police staff member and they may be involved in the process.

The **Investigating Officer** will then:

- Confirm and document the agreed level of confidentiality appropriate to the report.
- Confirm and document the support measures to be given to the person making the report.
- Complete Part 1 of a 'Statement of Expectations'.

The needs of the service and public interest are of paramount concern, they are factors that must be considered by the I.O. and may override the needs of the person making the report. There is no guarantee of immunity or anonymity.

The Commander / Department will appoint a SPOC from the management team.

The **SPOC** will:

- Take overall responsibility for the officer(s) / staff member(s) concerned.
- Carry out a risk assessment, with PSD assistance.
- Appoint a Welfare Support Officer for each of the persons at risk.
- Brief the Welfare Support Officers.
- Ensure Part 2 of the Statement of Expectations is completed.
- Ensure relevant colleagues of the persons at risk are briefed if appropriate to do so.
- Ensure there is an exit strategy in place for the Welfare Support Officers.
- Ensure that the incident is de-briefed appropriately and that there is a return to work strategy in place for the persons at risk where applicable.

At the conclusion of the investigation where possible the **Appropriate Authority** will inform the person who made the report of its outcome, giving the reasons. However, we may not be able to tell you about the precise actions we take where this would infringe a duty of confidence we owe to another person.

Chapter Six

Support for the persons reporting the wrongdoing

In order to be effective, the person making the report must be confident that they will be taken seriously and that the matter will be recorded and a decision made as to an appropriate level of investigation. Equally important is the knowledge that they will receive support throughout the process. The responsibility for delivering that support sits with the management team of the person making the report. Where the line manager is subject of the allegation, another responsible line manager must be nominated by the local management team or ACU.

The **line manager** has an ongoing responsibility for:

- Assessing and taking steps to ensure that the person making the report is protected from victimisation and harassment.
- Providing advice about how to deal with practical matters such as a 'meeting situation' between the reporter and the person being reported.
- Monitoring the situation to ensure that this guidance is complied with

False or malicious Allegations

Every effort will be made to ensure the integrity and accuracy of information provided. In all cases, but especially where information is provided anonymously, evidence or other intelligence will be sought at the earliest opportunity to corroborate or negate the information received. Where it is established that a report was made maliciously, disciplinary action may be taken

Chapter Seven

Role of a Welfare Support Officer

The role of a Welfare Support Officer is to:

- Support, monitor and review the wellbeing of person reporting the wrongdoing throughout this extended period of anxiety.
- Make initial contact with the person reporting the wrongdoing as soon as reasonably practicable and complete Part 2 of the 'Statement of Expectations'.
- Provide information about the Support Services and assist with access / referrals to services where appropriate.
- Provide regular contact to the person reporting the wrongdoing, based on need. Staff members who are suspended may require more frequent contact.
- Manage & maintain a comprehensive contact log (See Welfare Support Officer Contact Log)
- Maintain confidentiality to everyone other than those requiring the updates.
- All support measures, whether implemented or refused should be documented. They must be reviewed and be considered again if circumstances change.
- Report any risk, identified concern or change in circumstances to the Commander/ Departmental head and the head of PSD. Urgent concerns regarding personal safety should be reported to the FIM.
- Ensure relevant support services are made aware of any identified risk or concern.
- Provide regular 28-day updates to PSD, using the Person At Risk Report
- If the person at risk will not engage, then all reasonable efforts should be made to encourage them to do so. There is still a responsibility to complete the Person At Risk Report.
- Maintain regular contact with the I.O., in order to keep the person at risk updated with the general progress of the investigation and in particular any trigger points.
- Support the person through the process if required, this could include criminal and or misconduct.

- De-brief the person's line manager at the end of the process in order for them to deal with any outstanding issues / provide further support

A Welfare Support Officer

- Does NOT provide counselling services.
- Does NOT advise the individual regarding their involvement in the case.
- Does NOT replace the line manager's responsibility for officers who are on sick leave.

Chapter Eight

Eligibility to perform the role of Welfare Support Officer

When considering who would be the right person to nominate to perform the role of a Welfare Support Officer, it is important to consider their supervisory experience and ability to identify and act on all ranges of risk.

It should not be a close friend of the individual. This could make the role too difficult to undertake because of the need to inform others of the concerns, risk or other problems identified.

The person requiring the support will be consulted about the identity of the Welfare Support Officer, and their views will be accommodated wherever possible.

The role would ideally be performed by a rank or grade above that of the subject.

In exceptional circumstances a line manager can be a Welfare Support Officer where appropriate and where no conflict of interest exists. Although it would be preferable that they are separated as they have different roles and responsibilities in this policy.

The Welfare Support Officer should have received the appropriate training and be approved to perform the role.

In exceptional circumstances, if they have not performed the role before, they should have a full briefing from a member of the local management team and a member of PSD and should be provided with a copy of this guidance. In these circumstances, they will be supported by an experienced person.

The nominated person must not be in any way connected with the misconduct matter being investigated.

There is a need to maintain **confidentiality** other than to those they need to report to.

Welfare Support Officer – Contact Log

A contact log is required to be kept by the Welfare Support Officer until the Misconduct case reaches a conclusion. It should record all methods of communication including telephone calls, texts, letters sent and home visits.

The contact log can be found on the PSD website. Welfare Support Officer Contact Log

The contact log should remain with the case papers at ACU/ Professional Standards.

Chapter Nine

Line Manager of a Welfare Support Officer

If you are a line manager of a Welfare Support Officer, it is important that you ensure that you offer support and guidance.

- Make them aware of this guidance document and how it can be found. They may not have undertaken the role before.
- Offer your support. The role may be demanding and challenging. Look out for signs of stress displayed by the individual.
- Consult with the Welfare Support Officer and the line manager of the person they are supporting, to identify if an Occupational Health referral is in existence and if one is required.
- Review any identified risk and support the Welfare Support Officer in any action they may need to take.
- Review the Welfare Support Officer's Contact Log to ensure it is being properly and regularly completed and well managed.

Chapter Ten

Expenses

The Welfare Support Officer may use Humberside Police communications systems to perform their role. This includes email, telephone and texting from work mobiles.

Any reasonable personal expense will be reimbursed. Examples are; using their own personal mobile to call the officer / staff member. Travel expenses for home visits.

Occupational Health Unit

The Occupational Health Department provides support, assistance and guidance, and this is available to all police officers and support staff across the organisation.

In the main, the OHU teams consist of:

The Occupational Health Team – the Force Medical Advisor (FMA) and the Occupational Health Advisors (OHA's). Occupational Health team can provide assistance across many aspects including offering guidance on absence, advice on adjustments, and modified duties. They will also provide a report back to management in most cases. The OHA's are also available to provide support/guidance and advice to managers and welfare officers as required.

The Counselling Team – there are a range of counsellors who are experienced in managing many issues including bereavement, trauma, work placed issues, depression ,anxiety etc.

If the case is urgent then we will of course prioritise and make an initial assessment and offer advice/guidance.

The services of OHU are bound by confidentiality and more information relating to this can be found on the OHU intranet site.

Intranet (HumberNet):

<http://nextgen.app.yhrn.police/sites/HumbersideIntranet/DM/StaffSupport/Web/Home.aspx#1>

Telephone:

Internal 3274 or 3275
External 01482 220274 / 220275

Email:

OccupationalHealthSPOC@humberside.pnn.police.uk

Referrals can be made directly to either team by the individual themselves (self-referral) in which case there would be no communication with management unless the individual was a danger to themselves or others. Alternatively, by a management referral where it is usual to provide a written report to management and HR (with the individuals consent)

It should be noted that we do not have a formal out of hour's service however; our numbers are available via the FIM. Not all of our staff are able to respond out of hours and so this cannot be relied upon as the only means of managing urgent or emergency cases. If there are serious concerns for an individual's safety in these instances then it is advisable to utilise the wider services such as the GP, Accident and Emergency Department, Crisis Team etc.

Financial Matter

Any Officer facing a Misconduct Hearing will be acutely aware that they could be dismissed from the force if the gross misconduct allegation is proven.

It is advised that the Officer is reminded of the wide range of support s/he can approach for support.

Free advice can be obtained from

- **Payplan** on 0800 280 2816 or mobile calls are cheaper on 0207 760 8980 or <http://www.payplan.com/>
- **Debt Wizard** on 0800 197 8433 or mobile calls are cheaper on 0207 785 1110 or <http://www.debtwizard.com/>
- **The Citizens Advice Bureau** can be contacted at www.citizensadvice.org.uk
- Police Mutual Debt Advice Service can be contacted on 0800 197 6879 or <http://www.policemutual.co.uk/>
- For advice and a self-help pack, the **National Debt Line** can be contacted on **0808 808 4000** (24 hr answering machine) or <http://www.nationaldebtline.org>

Useful Contacts

- Humberside Police Benevolent Friendly Society
- **The Police Treatment Centres**
www.thepolicetreatmentcentres.org (police officers only)
- **Employee Assistance Programme**

Chapter Eleven

Appendices

APPENDIX A

Methods of Reporting Wrongdoing

Through line management

This is likely to be the most frequent method of reporting as a degree of trust may already exist. It is also acceptable for reports to be made to other supervisors or second line managers, or through alternative managers in the event of problems with the supervisory chain.

Supervisors are expected to use their training and knowledge when concerns are raised by staff and deal with them in the most appropriate way, this will be driven by what they are told, and what the person reporting expects to be done.

It is recognized that where a member of staff wishes to make a report regarding their line manager(s) they may do so via another manager.

This Policy and the Whistleblowing Guidance Note – HP set out the methods available for reporting wrong doing.

To Professional Standards Champion or Professional Standards Dept

All Commands and most departments have a professional standards champion who is a member of the management team responsible for misconduct issues or, as an alternative method of reporting, reports can be made to any member of the Professional Standards Dept. or ACU.

Directly to ACU

The ability to directly contact Anti-Corruption Unit exists to provide for an element of independence and the objective assessment of the information. The method of making contact will be a matter for the person wishing to make a report, most commonly by telephone, email or in person. When reports are made in person to ACU it is possible to treat the information in confidence and protect the person's identity as far as possible. Reports can be made anonymously, but such information will be treated with caution, thoroughly tested and corroboration sought before any action can be taken.

An agreement will be made in writing between the ACU and the person reporting on the appropriate degree of confidentiality.

Bad Apple – Confidential Reporting

Bad Apple is a Confidential Reporting Line is an anonymous reporting service for staff to raise concerns that they feel cannot be raised in the conventional way. It is available 24 hours a day, seven days a week and the referrals are reviewed by a staff within the ACU.

Staff can access via the home page or by going to Bad Apple section. You can choose to report information as a 'one off' event or you can opt for an anonymous conversation, which will allow a member of ACU to respond with any points that may require clarification.

Bad Apple has no means of identifying you, unless you volunteer your details. The Line is there to process what you know, not identify who you are.

Staff Associations

The Police Federation, Superintendents Association, Trades Unions, Staff Support Associations and other representative associations can act as third parties to assist members to report wrongdoing. In the first instance they may be asked for advice regarding the matter and then assistance in making the report. These organisations may have internal rules about forwarding information only with the consent of the member.

Mentors

Many members of Humberside Police have an appointed mentor to assist them with career development and support. If in place it is likely that a relationship of trust exists and as such, this is an appropriate channel for reporting wrongdoing.

Crime stoppers 0800 555 111

This is a public telephone number which allows people to provide anonymous information about crime and in the appropriate circumstances is considered a valid method of reporting wrongdoing.

Submissions to Crime stoppers can also be completed on-line.

Criminal Cases Review Commission (CCRC)

The CCRC is an organisation that any member of the Humberside Police can contact regarding an allegation of miscarriage of justice and in the appropriate circumstances is a valid method of reporting wrongdoing.

Further Information

Further information about this guidance can be obtained from ACU ON EXT 2085, 2086, 2087, 2088, 2090 & 2091

APPENDIX B

Support

Culture

The intention of this guidance is to encourage "open" reporting, that is where the identity of the person making the report is known to their colleagues. However, it also allows for persons reporting wrongdoing to do so anonymously or to have the information treated as confidential, whilst still supplying their own details.

Staff should be made aware that in the event of a trial, employment tribunal, or other proceedings, anonymity may not be possible and should not be guaranteed.

Whilst staff who report wrongdoing should expect their information to be tested, it is vital that they do not feel victimised by the process. To prevent this, appropriate support mechanisms must be implemented and their effectiveness monitored.

Slang, negative or derogatory terms must not be used to describe a person who reports wrongdoing.

The support given to a person who reports wrongdoing must be tangible and agreed from the outset. It must continue throughout the process and be reviewed to ensure that it is appropriate. The person's role will be considered as part of the support assessment.

The responsibility to protect the person from victimisation or harassment does not end at the conclusion of the matter. Appropriate measures must be implemented and monitored.

Line Management

First line managers are ideally placed to provide frontline support to persons who report wrongdoing, prior to a Welfare Support Officer being appointed. They should assist in the monitoring of the effectiveness of the support measures. When a report is made it is crucial that the person making it is treated positively and reassured that they are doing the right thing. All supervisors have a responsibility to prevent the person making the report, being victimised or harassed.

Key responsibilities:

- Encourage the person making the report.
- Liaise closely with the Welfare Support Officer.
- Open reporting is encouraged and provides the most effective investigative options.

However reports can be made in confidence but the person must be told that the legal rules governing disclosure apply. For disclosure purposes confidential information will be handled in a similar way to criminal intelligence.

Persons subject to allegations of wrongdoing

The rights and entitlements of the person who is the subject of the report of wrongdoing are covered in the relevant regulations. This will include the right to disclosure of information and to be informed in full of the details of any accusation as well as representation by their staff association, union, or federation.

They are entitled to receive support from their line manager, and it is quite possible that this could be the same person to whom the report was made. Ideally there should be separate support mechanisms for each party with similar offers of support made. That said, nothing in this guidance prevents a line manager from performing their role e.g. giving character evidence.

Support should be available to staff subject of allegations, particularly if an investigation shows the allegation made to have been false.

Public Interest Disclosure Act (PIDA) 1998

The aim of PIDA is to ensure that information in the public interest is brought to the attention of the appropriate body so that wrongdoing can be dealt with. To encourage the disclosure of information it provides statutory protection against victimisation, additionally for police staff statutory protection against unfair dismissal.

All categories that are a "disclosure qualifying for protection" are reflected in the section headed **Meaning of Wrongdoing** except;

(e) that the environment has been, is being, or is likely to be damaged.

APPENDIX C

Statement of Expectations

A Statement of Expectations will be completed in all cases and is available on the force templates site. It summarises what the person at risk can expect from Humberside Police and what Humberside Police expects of that person. There are two sections to be completed.

Part One will be completed by the Investigator (I.O.). It will include a Risk assessment, which should be completed in conjunction with the person at risk, the SPOC from the Command / Dept. Management Team and ACU where appropriate.

In the case of persons reporting wrongdoing, the risk assessment should fully explore the possible consequences of making the report on the professional and private life of the person at risk. It is necessary to discuss these implications and decide on the best course of action to deal with them. Do they believe they are at risk in the workplace? If so, from whom? Is there a risk to their home, or to their family? What steps will be taken to mitigate those risks, and are there any other issues that should be considered.

This section will also include the terms of reference for the investigation, with estimated timescales, and what they can expect in terms of potential outcomes. It should also include when and how they would like to be kept updated with the progress of the investigation. The onus should never be placed upon the person at risk to make the contact, the responsibility rests with the I.O. For persons reporting wrongdoing, it will include what the individual hopes this process will achieve.

Part Two will be completed by the Welfare Support Officer. This will cover the following points:

Contact It is crucial that a framework is created for contact between the Welfare Support Officer and the person reporting the wrongdoing. Where applicable it should also incorporate mentors, support groups, staff associations, line managers or any agreed third party. No pressure will be placed upon the person reporting the wrongdoing to reveal whether they have engaged with any particular support group, but the benefits of having one line of communication with the I.O. should be explained. It should also cover the timescale for reviewing the statement and updating the person on the progress of the investigation.

Other points of contact

Other parties who may be aware of the report e.g. OHU.

Support to the person reporting wrongdoing

This will detail the support measures agreed, those considered but not implemented and the reasons why and any that are refused by the person making the report. It should be pointed out that in the event of a prosecution, employment tribunal, misconduct hearing or similar, anonymity will not be available. Guarantees of anonymity should not be given, although all reports received should be treated as restricted information.

NOT PROTECTIVELY MARKED

The person reporting the wrongdoing should be given time, at least 24 hours, to consider the statement, allowing them to consult further and seek advice before giving their informed agreement. A copy of the Statement of Expectations must be given to the person reporting the wrongdoing and their line manager. The IO will retain the original as part of the investigation documentation. The person making the report must also be given a copy of this guidance

Part Three – Information & Toolkits

The information and toolkits section contains forms, letters, flowcharts, sample letters and application forms etc.

Policy Database Administration

Document information

The table below lists the details relating to this document.

Item	Details	
Document Title	Supporting Reporting	
Version	V4.0	
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Compliant with Human Rights Act 1998	Enter: Yes / No Yes	

Revision information

The table below details revision information relating to this document.

Topic Title	Date of last update
This is a renewed policy, general review and amendments incl links, websites and telephone numbers. Add Code of Ethics policy statement	02/09/2019