

## Will I be supported if I raise a concern?

The decision to report a concern can be a difficult one to make.

We take action to help staff when they raise concerns by offering you support, protecting your identity and making sure we address your concerns. We take these processes seriously, and we ask that you do too, by:

- telling us information in good faith;
- making sure that to the best of your knowledge the concern is true;
- not acting maliciously or making false allegations;
- not seeking personal gain from the action.

## Will other people know I have raised a concern?

All concerns are treated in confidence. At the appropriate time, you may be asked to come forward as a witness. This will be discussed and agreed with you in advance.

## What will the Council do if I report an incident?

- We investigate and respond to concerns through appropriate lines of communication, including senior management and Expolink.
- Disclosures are considered against the correct policy and logged on our case management system.

## Who can whistle blow?

- All employees of Surrey County Council
- Members of the council
- Contractors
- Agency workers
- Consultants
- Service providers (under a council contract)

## Schools

Arrangements for whistle blowing are covered by individual school's procedures to reflect their respective governance arrangements. Academy schools have their own local arrangements for reporting issues.

**Quote from 2014 whistle blowing survey:**  
**Whistle blowing is “part of my duty of care and supports the people of Surrey.”**

For further information, search : Our Counter Fraud Initiatives and Strategies on the [SCC website](#), or : Whistle blowing on SCC Info intranet.

# Whistle blowing

Raise your concerns in a safe and protected way

## Employees are often the first to realise there may be something wrong within the council.

You may not want to raise concerns but we regularly hear from colleagues on all sorts of issues, and want our staff to have the confidence to speak out.

All employees have the right and also a duty to report any improper or suspicious actions. You can raise concerns without fear of victimisation.

## What is whistle blowing?

Whistle blowing is when a worker reports suspected wrongdoing at work. Officially this is called 'making a disclosure in the public interest'.

An employee can report illegalities, antisocial or unacceptable behaviour, or neglect of duty, including but not limited to:

- criminal offence
- someone's health and safety being in danger
- damage to the environment or property
- fraud or theft
- discrimination, bullying or harassment
- the organisation not obeying the law
- covering up wrongdoing.

## Who should I go to if I have a concern?

We are committed to achieving an open working environment where you feel able to raise concerns with your immediate manager or another manager. Or you can approach the Chief Executive, Head of Finance, Head of HR and OD, the Monitoring Officer or the Chief Internal Auditor.

## Expolink

If you don't feel comfortable or able to raise a concern with a senior member of staff, you can use an external, independent and completely confidential service provided by Expolink to make a disclosure. You can contact Expolink in the following ways :

**Online :** [www.expolink.co.uk](http://www.expolink.co.uk) / Whistleblowing / **Submit a report.**

Our access code to submit a report is surreycc.

### **Telephone : 0800 374 199**

A freephone help line. Expolink staff are impartial, discreet professionals who will maintain your anonymity and confidentiality at all times. Calls are not traced or recorded and you do not need to disclose personal information.

### **Email : [surreycc@expolink.co.uk](mailto:surreycc@expolink.co.uk)**

If you do prefer to share your concerns in writing, please provide as much detail as possible to help us address your issue quickly and effectively.

## What happens next?

The information you give Expolink will be passed on to a senior manager in Surrey County Council, who will act on this anonymous information and investigate it, without compromising you in any way. You will be given a unique code number to make it easy for you to phone back and add more information, if you wish, or to ask for an update on your allegation.

## Is there anyone I can talk to in confidence if I'm not sure?

If you want to talk things through with someone before deciding what to do, you can talk to your manager, a fairness champion, Expolink on 0800 374 199, or you can contact our employee assistance programme, Help EAP, on 0800 731 8631.

