

Form for raising a Whistleblowing Concern

This form is intended for use by any individual working for Trinity St Andrew's (including contractors, workers and volunteers) who wants to raise a concern about wrongdoing.

This form should be used to report wrongdoing within Trinity St Andrew's that you believe is in the public interest.

If your concern relates to a personal complaint that is not in the public interest (for example, an allegation of bullying or harassment, or that your contract of employment has been breached), you should raise it under Trinity St Andrew's separate Grievance Procedure or other relevant procedure. If you are unsure about whether your concerns are best dealt with under the Whistleblowing Policy or Grievance Procedure, please speak to your Line Manager or an appropriate Trinity St Andrew's Officer for further advice.

This form should be completed and delivered to your Line Manager in an envelope marked "confidential" or sent as an email attachment with "confidential" in the subject line. If your concern relates to your Line Manager, or for any reason you do not wish to approach your Line Manager, you should send the form to an appropriate Trinity St Andrew's Officer.

Once you have submitted this form, we will invoke the procedure set out in our Whistleblowing Policy, which you may wish to review prior to completing the sections below. We will respect your wish for confidentiality as far as this is possible.

Formal whistleblowing concern

Name:

Job title:

Department/location:

Date:

Summary of your concern:

Please set out your concern with as much detail as possible, including the date, time, location, the identities of those involved in the wrongdoing and details of any witnesses. You may attach additional sheets if required.

Nature of your concern:

Please specify if your concern is about a potential: criminal offence; failure to comply with a legal obligation; miscarriage of justice; risk to the health and safety of an individual; damage to the environment; or attempt to cover up any of these.

Outcome requested:

Please set out how you would like to see the issue dealt with, and why and how you believe that this will resolve the matter.

Declaration:

I confirm that the above statements are true to the best of my knowledge, information and belief. I understand that, if I knowingly make any false allegations, this may result in disciplinary action being taken against me by Trinity St Andrew's

Form completed by:

Signature:

For completion by Trinity St Andrew's:

Date form received by Trinity St Andrew's:

Name of recipient and job role:

Signature: