We support the Nursing Times Speak Out Safely Campaign. This means we encourage any staff member who has a genuine patient safety concern to raise this within the Trust at the earliest opportunity.

**Worried about speaking out?**
Don’t be!

**Useful telephone numbers**

- **Environment Agency**
  Freephone: 0800 807 060

- **Health and Safety Executive**
  Tel: 0300 003 1647

- **Local Counter Fraud Specialist**
  Tel: 01872 258 057

- **National Whistleblowing Helpline**
  Tel: 0800 072 4725

- **NHS Counter Fraud Reporting Line**
  Tel: 0800 028 4060

- **Public Concern at Work**
  Free confidential advice: 0207 404 6609

- **Secretary of State for Health**
  Tel: 0207 210 4850

- **Staff Counselling / Occupational Health**
  Tel: 01872 252 770

- **Trade Union Convenors**
  Page via: 01208 251 300

If your concern is about fraud and corruption you can also contact the NHS Counter Fraud Line on 0800 028 4060.

If your concern is so serious you cannot discuss it with any of the above, you should contact the Secretary of State for Health on 020 7210 4850 or write to Secretary of State for Health, Department of Health, Richmond House, 79 Whitehall, London, SW1A 2NS.

Don’t be worried about speaking out! We encourage all staff members to raise genuine patient safety concerns within the Trust at the earliest opportunity.
If in doubt - speak out!

If you see or hear something which causes you concern within the Trust, we want you to feel able to tell us.

Speaking out when you have a concern, is part of your responsibility to the safety and care of our patients.

Across the NHS and many public sector organisations, speaking out in this way is called ‘whistleblowing’.

To enable you to speak out safely if you have a concern we have a whistleblowing policy which is summarised in this leaflet.

We have also signed up to the Nursing Times’ Speak Out Safely campaign.

I hope you will feel able to raise your concern as early as possible; and will trust us to investigate and take appropriate steps to deal with it.

Phil Confue, Chief Executive

Our principles of raising concerns

If in doubt, speak out.

You do not need to have irrefutable evidence to raise a concern.

We trust you to:
- report anything you have witnessed or been told by a patient which makes you feel uncomfortable;
- raise genuine concerns - it does not matter if you are mistaken if you act in good faith;
- not act maliciously or report matters which you know to be untrue.

We will:
- support and reassure you;
- not allow you to lose your job or be subject to any other kind of retribution;
- protect your identity whenever possible and will not disclose this without your consent.

How to raise a concern

Step one: talk to someone

Your first point of contact should be your line manager or human resources by telephone to 01726 873 212 or email: cft.advisory@capstickshra.com.

Step two: talk to someone else

If you feel unable to raise your concerns with your line manager or human resources, or feel that the matter is so serious that you cannot discuss it with them, please contact one of the following on 01208 834 600:
- Chief Executive;
- an Executive / Non Executive Director or Chair.

Step three: discuss your concerns with an independent advisor

If you have followed steps one and two and still have concerns, or feel the