TOP TIPS FOR REPORTING CONCERNS

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NHS **Employers**

TEN TOP TIPS FOR REPORTING CONCERNS

1 Follow internal procedures
Make sure you know how you are supposed to raise a concern within your organisation. This is often communicated on your organisation's intranet or staff notice boards.

2 Understand your rights and the support that is available
Seek advice about your rights to protection under the Public Interest Disclosure Act – this can be obtained through your organisation's HR or personnel department, or trade union representative.

3 Be specific
When submitting your concern, identify the particular professional code/guidance/policy or protocol you believe is being compromised. Be specific about the issues you are worried about and focus on the facts.

4 Be positive
Set out what you think should be done as well as highlighting the problem. Try to offer possible solutions to put things right wherever you can.

5 Express yourself in a professional manner
It's important that you set the right tone, no matter how upset or distressed you might feel. Writing this down may help you remain focused.

6 Wherever possible, raise the concern with the support of your colleagues
Do colleagues share your concerns? If so, raising your concerns collectively is likely to be more effective.

7 Confidentiality
Concerns may be raised anonymously but you need to be aware that this may restrict your manager or other nominated person's ability to substantiate your allegations and feedback on any actions undertaken.

8 Keep a paper trail
Keep a note of all relevant conversations and keep copies of any written communications you have sent and received.

9 Managing expectations
It is helpful to meet your manager or other nominated person to discuss what will happen next.

10 If you receive assurance of action in response, keep these on record
If you feel that your concern has not been dealt with in an appropriate way, or your concern has been ignored, place that on the record too – always approach this in a professional manner.

For further information and guidance, visit
www.nhsemployers.org/raisingconcerns

Staff in the NHS and social care can obtain free, independent advice from the national Whistleblowing Helpline on: **08000 724 725**.