

Whistleblowing Disclosure Process Flowchart

Step 1.

You become aware of *potential* wrongdoing that fits the categories in section 1.3 (e.g., criminal offence, breach of legal obligation, health & safety risk, environmental damage, miscarriage of justice, sexual harassment or the 'cover-up' of these).



Process Check Question:

Is the concern about your personal treatment?



NO



YES

If yes, then this is unlikely to be a Whistleblowing Disclosure.

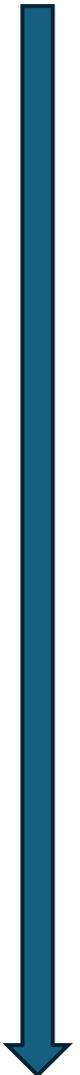
You may need to use a different policy to help resolve or raise your concerns.

If you are unsure:

- Staff should contact HR for help and advice:
hr@lamda.ac.uk
- Students should contact Student Services for help and advice: student.advisor@lamda.ac.uk



Exit the Whistleblowing Policy and Process



Move to step 2 of the Whistleblowing Policy and Process

Whistleblowing Disclosure Process Flowchart

Step 2 .

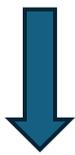
You can raise your concerns either verbally or in writing.

Please be prepared to include as much of the following detail as possible:

- Background/context
- dates
- names of witnesses

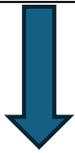
Important you should also make any personal interest about the situation you are raising concerns about known.

You should raise your concerns with the preferred first point of contact



Preferred first point of contacts are for:

- Students - Your Course Leader
- Staff - Your Line Manager



The preferred first point of contact will raise the matter with LAMDA's Designated Whistleblowing Officers to take advice and guidance.



If you feel unable to raise your concerns with the Preferred first point of contact then you can raise them directly with the Designated Whistleblowing Officers who are:

- Director of People & Culture:
Claire.bell@lamda.ac.uk
- Clerk to the Board:
Justine.stephenson@lamda.ac.uk



Move to step 3 of the Whistleblowing Policy and Process

Whistleblowing Disclosure Process Flowchart

Step 3 . Initial Handling of the Disclosure

The Designated Whistleblowing Officers will initially assess and review the information that has been made available to them.



Step 4. Invitation to meet the Designated Whistleblowing Officer

They are likely to need to meet with you to obtain further details.

This is will help them determine the most appropriate actions.

They will contact you within 5 working days of receiving your initial disclosure about the next steps about how your disclosure will be handled and rationale as to why.



Step 5.

There a wide range of potential outcomes of the Designated Whistleblowing Officers assessment – each will be determined upon the information they are able to ascertain. The outcomes could be:

1. Decide not to proceed
2. Refer the matter to another LAMDA policy
3. Authorise an initial investigation or review
4. Refer the matter to external authorities

In any event the Designated Whistleblowing Officer will contact you and provide you with an explanation as to why.



Outcome for

1. Decided not to proceed or
2. Refer the matter to another LAMDA policy

Exit the Whistleblowing Policy and Process



Outcome for

3. Authorise an initial investigation or review
4. Refer the matter to external authorities

Move to step 6 of the Whistleblowing Policy and process

Whistleblowing Disclosure Process Flowchart

Step 6. Whistleblowing Investigation (where applicable)

The Whistleblowing designated officer determines:

- Whether preliminary enquiries are needed
- Whether a full investigation is required
- Who will act as the **Investigating Officer (IO)**

Investigation process includes:

- IO contacting relevant witnesses
- You continuing your role/studies as normal (in most cases)
- IO providing progress updates (minimum every **28 days**)



Step 7. Outcome of the Whistleblowing Investigation (where applicable)

The IO will:

- Conclude the investigation
- Explain the outcome to you as far as confidentiality allows
- Provide written confirmation of the conclusion
- Confirm whether any actions have been taken (without breaching others' confidentiality)

The aim is reassurance that the matter has been properly addressed.

The length of time taken to conduct an investigation that is fair and thorough will largely depend upon the nature of the case. Every attempt will be made to complete the work required within a 40-60 working days period, but regular contact and progress updates will be provided.



Exit the Whistleblowing Policy and Process



There is no internal appeal process but if you are dissatisfied with the handling of your disclosure you can contact Protect, the independent whistleblowing charity for external advice.

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