



Salford CVS
Making a difference in Salford

**“Speak Up” Policy and Procedure for
Salford Community and Voluntary Services
(Salford CVS)**

Incorporating previous Whistleblowing Policy and Procedure V5 2024

**Salford Community and Voluntary Services
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Speak Up Policy

Policy Statement

At Salford Community & Voluntary Services (SCVS), we are committed to the highest standards of service and ethical conduct. We believe in fostering an open environment where everyone feels encouraged to speak up about any concerns they may have. We value transparency and integrity and want to ensure that all staff feel safe and supported in raising any issues.

Purpose

The purpose of this Speak Up Policy is to provide a clear and supportive framework for reporting any concerns or suspicions of wrongdoing within SCVS. We want to ensure that employees feel confident and protected when bringing forward any issues.

When to “Speak Up”

We encourage you to speak up if you have concerns about any of the following:

- **Criminal Activity:** Suspicions of fraud, corruption, or any illegal activity.
- **Miscarriage of Justice:** Beliefs that an injustice has occurred, is occurring, or is likely to occur.
- **Health and Safety:** Concerns about the safety and wellbeing of individuals.
- **Environmental Damage:** Suspicions of harm to the environment.
- **Covering Up Wrongdoing:** Beliefs that information related to any of the above concerns is being concealed.

How to Raise a Concern

Reporting: Concerns should be reported to your immediate line manager or a member of the Senior Management Team. If the concern involves management, you may report it to the Chief Executive or, if necessary, to the Chair of Trustees.

Method: You can raise concerns verbally or in writing. Written reports should include:

Background and history of the concern (with relevant dates).

Nature of the concern and why you believe it to be true.

What Happens Next

Initial Assessment: An Investigating Officer (Chief Executive, Deputy Chief Officer, or a member of the Board) will be assigned to assess the concern.

Interview: The Investigating Officer will conduct an initial interview to understand the concern better. You can choose to keep your identity confidential.

Investigation: A thorough investigation will be conducted, and a report will be prepared.

Decision: The Chief Executive or Chair of the Board will review the findings and decide on the appropriate action.

Feedback: You will be kept informed about the progress and outcome of the investigation.

Protection and Support

Confidentiality: Your identity will be protected unless you consent to disclosure.

No Reprisals: We ensure that you will not face any reprisals or victimisation for raising a concern in good faith.

Further Action: If you believe that your concern has not been addressed properly, you can raise it with the Chief Executive or Chair of the Board of Trustees. If still unresolved, you have the right to contact appropriate external bodies.

External Support

For additional support, the charity Protect offers free confidential advice to workers about workplace concerns.

Advice line: 020 3117 2550

Email: whistle@protect-advice.org.uk

Website: <https://protect-advice.org.uk/>

Commitment to Review

We are dedicated to maintaining and reviewing this policy annually to ensure it remains effective and supportive.

Conclusion

We believe in the power of speaking up and encourage all staff to voice their concerns without fear. Together, we can maintain the high standards and integrity of Salford CVS.