

SPEAKING UP: Are you able to discuss your concern with colleagues and resolve the matter?

YES

NO

Does your concern involve...

1. Patient or Staff Safety Incident
2. Safeguarding
3. Fraud
4. Grievance / employment issues
5. Equality & Diversity
6. Dignity & Respect at Work (Bullying & Harassment)

YES

Take one or more of the following actions:

1. Report on **Datix**, follow **Incident Reporting** policy
 2. Contact the **Safeguarding** team
 3. Contact **Finance Local Counter Fraud** Specialist
 4. Progress via the **HR Grievance** policy
 5. Progress via the **Equal Opportunities** Policy
 6. Progress via the **Dignity at work** policy
- For options 4,5 and 6 also speak to Operational HR**
<http://sharepoint/policies/default.aspx>

NO

Are you a Junior Doctor?

YES

Raise your concern with any of the following: Supervising Consultant, Clinical Tutor, Junior Doctor Forum, Risky Business Meeting, Clinical Director, Associate Medical Director, Deanery.

UNRESOLVED

Can you raise your concern with your supervisor / line manager / ward manager?

YES / RESOLVED

NO / UNRESOLVED

Can you raise your concern with any of the following?

- Department Manager
- Matron
- Consultant / Clinical Lead
- Directorate Manager
- Clinical Director

YES / RESOLVED

NO / UNRESOLVED

Can you raise your concern with any of:

- Divisional / Head of Operations, Head Nurse, Associate Medical Director / Head of Department
- Executive Directors, Chief Nurse or Medical Director
- Chief Executive or Chair of the Trust Board
- **Freedom to Speak Up Guardian**

YES / RESOLVED

NO / UNRESOLVED

Call the **Public Concern At Work** charity helpline for free confidential & legal advice: Tel 020 7404 6609

OR

Speak to a 'prescribed' **External Body** about your concerns if you feel unable to raise internally, e.g. Care Quality Commission or Royal Colleges

At any point during the entire process you can seek guidance from:

- **Freedom to Speak Up Guardian and Confidential**
- **Contacts:** FREEDOMTOSPEAKUPGUARDIAN@uhb.nhs.uk or **Blackberry 07798853640**
- **Union/ staff representatives**

You may request that your identity is protected when raising a concern. Concerns may also be raised anonymously, but this may complicate investigation. Also note Public Interest Disclosure Act (Whistle-blowing) advice and protection

Concern progressed, resolved, and feedback given