

An example for the Template 1: Raising a whistleblowing concern

This is an example of how a whistleblower may use this template to raise a whistleblowing concern. The contents and names used in this letter are entirely fictional. The letter is written by "Rikesh Shah" who works as a carer and witnessed a colleague physically abuse a vulnerable resident.

<<rikesh.shah@examplecare.co.uk>>

Thu 27/08/2020 12:00

To: <<clara.jones@examplecare.co.uk>>

Dear Ms Jones,

I am writing to you to raise a whistleblowing concern as my line manager in accordance with the company's whistleblowing policy.

My concern is as follows. On Monday 24th August 2020, I was attending to residents in the recreational room for their lunch. My colleague, Lisa Smith, started speaking with one of the residents, Clive. I looked over and saw that Clive was telling Lisa that he did not want to eat any more food. Lisa shouted at Clive and called him 'ungrateful'. She then slapped him twice around the face and Clive went very quiet and pale. Lisa picked up Clive's plate and threw it at his feet saying that he would not be served any dinner that evening. Lisa then left the room. Clive was visibly shaken by what had just happened and I went over to check that he was okay.

Lisa's actions are a clear breach of our policy to treat residents with care, respect and dignity. Her actions were wholly inappropriate and it is potentially criminal for her to have physically hit Clive. Her actions undermine the trust of residents and family members in our care and risks the reputation of the home.

I am raising these concerns with you on a confidential basis in accordance with the company's assurance of confidentiality in the whistleblowing policy. I do not want my identity to be revealed to any other party without first obtaining my consent. I ask that you investigate the concerns in such a way so as not to reveal my identity.

I would be grateful if you could please acknowledge receipt of this letter, and provide a response within two weeks of what action you will take. Please let me know if you need me to clarify any of the above information. I am happy to attend a meeting to discuss these concerns.

Best wishes,

Rikesh Shah