Template 3 - Escalating a whistleblowing concern internally

You can use this template to help you escalate your whistleblowing concerns to a more senior manager if you already raised concerns internally and received no response or a negative response. Find out more about escalating whistleblowing concerns [here](https://protect-advice.org.uk/raised-concerns-unresolved/).

Your whistleblowing policy may say that you can raise a range of concerns to your employer. We encourage you to raise public interest wrongdoing but remember - not all concerns are whistleblowing concerns. The legal rights for whistleblowers only apply if your concern qualifies for protection. Find out more about this [here](https://protect-advice.org.uk/advice-line-2/faqprotecteddisclosure/)**.**

You must also disclose your concern to your employer in the right way. Find out more about how to do this [here](https://protect-advice.org.uk/how-do-i-make-a-disclosure-to-my-employer/)**.**

If your employer does not respond to this letter after a reasonable time or responds negatively, you can consider raising the concern externally. This is always a difficult decision so please [speak to us](https://protect-advice.org.uk/contact-protect-advice-line/)first for advice.

This is only a guide. Please edit or adapt it to suit you.

Dear … [insert name of a more senior manager you trust, or details of a more senior designated contact in the whistleblowing policy],

I am writing to you to raise a whistleblowing concern [in accordance with the company’s whistleblowing policy]. I previously raised my concerns with [insert name] on [insert date].

Unfortunately, no action was taken [and the concern is ongoing and/or has increased in severity].

My concern is as follows…

**Here you should:**

* **Raise what you have seen, or are personally aware of, and where possible stick to situations or incidents you have seen for yourself rather than what colleagues may have told you**
* **Set out your concerns in as much detail as possible**
* **Outline specifically what the concern is**
* **If the concern relates to a particular incident, explain who was involved, and when and where it happened**
* **Give specific examples of wrongdoing of which you are personally aware. Try to be as clear as possible when explaining why you think this is wrongdoing**
* **If your concern shows any of the following (whether in the past, present or future) then expressly say this and explain why:**
	+ **A danger to health and safety**
	+ **Failure to comply with a legal obligation**
	+ **A criminal offence**
	+ **Damage to the environment**
	+ **A miscarriage of justice**
	+ **The concealment of any of the above.**

I am raising these concerns with you openly. I am happy for my identity to be revealed.

**OR**

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.

**OR**

I am raising these concerns with you anonymously. I do not want to reveal my identity to you. [Raising concerns anonymously can make it more difficult to assert your legal rights. See [here](https://protect-advice.org.uk/raising-a-concern/) for more information and [contact us](https://protect-advice.org.uk/contact-protect-advice-line/) for advice if you are unsure].

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,

[Your name]