

Department of Social Work, Social Care and Community Studies

Whistle Blowing Procedure

A student undertaking a course within the Department of Social Work, Social Care and Community Studies may need to instigate procedures arising from concerns about the practice or conduct of:

- staff employed by the University
- employee of a social work agency
- another student

Policy on "Whistle Blowing"/Public Interest Disclosure

The university has in place a formal whistle blowing procedure for responding to disclosures of information which fall within the remit of the Public Interest Disclosure Act 1998. This procedure is published on the university intranet and student portal. Section 2 *General Principles* indicates that *"The procedure is applicable to all employees of the university, including agency staff, trainees and **students/staff participating in student placements.**"* The procedure to follow is set out step by step under Section 7. Advice should be sought from the Human Resources Department with regard to the implementation of this procedure. The procedure does not affect existing procedures for the handling of formal complaints or grievances.

Concerns about staff employed by the University

The University has in place both informal and formal procedures for responding to complaints about the conduct of members of staff. Details of procedures are to be found on the University Intranet and the student portal. Formal procedures allow for complaints relating to staff/student relationships, including harassment or inconsistent treatment of students. Students wishing to make a complaint about the professional conduct of a University employee should do so using the Student Complaint Procedures.

Reference can also be made to the following University guidance, which can be accessed via the following the html link below or by scanning the QRS code:



- [**Student Anti- Harassment Policy and Support for Students**](#)

Concerns about practice in a social work agency

Social work agencies are required to have in place Whistle Blowing procedures. Students undertaking practice learning within any agency are required to follow the Whistle Blowing procedures of that agency. However, the University will support any student involved in an agency's Whistle Blowing procedure and will negotiate with the student and agency an appropriate form of support.

Concerns about the conduct of another student or students

Concerns about the conduct of another student may be raised initially with the Academic Advisor or Student Support Advisor. The student may, however, choose to raise concerns with another member of the University.

The following University procedures may be applicable to any of the above areas of concern and students should seek guidance regarding the most appropriate procedure to raise their concern:

- [University Public Interest Disclosure Policy](#)
- [University Complaints Procedure](#)
- [University Student Anti-Harassment Policy and Procedure](#)

The following support systems are available to any student involved in a Whistle Blowing incident:

- Academic Advisor
- [Hallam Help](#)
- [Student Wellbeing](#)
- [Student Health Services](#)
- [Student Union Advice Centre](#)