



POLICY NUMBER: 7

POLICY TITLE:

A24GROUP POLICY ON WHISTLE-BLOWING FOR LOCUM DOCTOR'S

THE PURPOSE OF THIS POLICY:

- To make it clear that A24Group encourages the reporting of all suspicious, illegal or dangerous activities involving A24Group Locum Doctor's.
- To make it clear that those reporting such activities will be able to do so without fear of intimidation or reprisal.
- To make it clear that all such matters will be dealt with in strict accordance with the law and that all steps required will be taken to keep the source of the report confidential.

POLICY CONTENT:

A24GROUP WILL STRIVE TO ACHIEVE THE ABOVE PURPOSE BY FOLLOWING AND IMPLEMENTING THE FOLLOWING GUIDELINES:

- The following are examples of the types of incidents that A24Group wants to be informed of:
 - All criminal or suspicious activities involving a locum doctor or client.
 - All witnessed or suspected cases of malpractice.
 - All cases where either a staff member or a client or a patient is abused, defrauded or exposed to risk.
- The following are the people that A24Group encourages to report about the type of incidents mentioned above:
 - All A24Group locum doctors.
 - Any person involved with A24Group worker or clients.
 - Group clients.
 - Anybody that becomes aware of such an incident.
- Serious incidents or allegations must be made directly to hr@a24group.com via e-mail or tel. 020 7112 4590
- In all cases, the identities of the parties involved will remain strictly confidential. Any person making a report will be informed of this.

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A24GROUP WILL STRIVE TO ACHIEVE THE ABOVE PURPOSE BY FOLLOWING AND IMPLEMENTING THE FOLLOWING GUIDELINES:

<p>When an event has been reported.</p>	<ul style="list-style-type: none">- After receiving a report, the appropriate senior manager at A24Group will make discreet and confidential enquiries to establish if the report needs to be investigated.- All reports will be taken very seriously and will not be dismissed unless the contrary has been reasonably proven.- As soon as the initial enquiries have been completed, the party about who the report was made will be informed that an investigation is taking place into the matter.- If the matter does not constitute a serious offence, then A24Group will use its normal internal personnel and client procedures to settle the matter.
<p>Procedure for serious matters</p>	<ul style="list-style-type: none">- If the matter is of a serious nature, A24Group undertakes to follow the following procedure, and adapt it to the specific requirements of a situation whenever reasonably required:<ul style="list-style-type: none">- If A24Group feels that it is appropriate then the alleged offence will be reported to the police.- All locum doctor's allegedly involved in the offence will be removed from that area of work. A decision may also be taken to suspend them from all work.- All such locum doctor's will be informed of nature of the enquiry and of the rights and obligations that they have in the matter. These locum doctors will not be treated as if they were guilty of the alleged offence.- A24Group will notify the administrators of the appropriate protection registers and bodies if the alleged offence requires it. This specifically includes the POVA and POCA registers.- The 'No secrets' document of the Department of Health applies to alleged POVA offences. A24Group has a separate policy regarding this document which will be followed in such cases.- A24Group will involve all the concerned parties in a full investigation into the alleged offence. A24Group will also try to get input from any third parties that may assist in establishing the truth of the matter.

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A24GROUP WILL STRIVE TO ACHIEVE THE ABOVE PURPOSE BY FOLLOWING AND IMPLEMENTING THE FOLLOWING GUIDELINES:

	<ul style="list-style-type: none">- If A24Group finds that the alleged offence has indeed occurred, or has in all probability occurred, then A24Group will take the appropriate action against those concerned and report the matter to all parties it is obliged to by law.- If it becomes clear that the alleged offence did not occur and then all actions taken against locum doctor's will be reversed.- If it becomes clear that the alleged offence was contrived and maliciously reported by the accusing party, the accusing party will be subject to the appropriate action by A24Group.
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END OF POLICY