Pendennis Residential Home Easy Read Whistleblowing Policy

behave properly	"Whistleblowing" is when you tell people about something serious that should not be happening.
	Pendennis aims to be honest and responsible. We expect our staff to behave properly.
	If you find out someone is doing something wrong, you must tell Sam Ebden the Manager or the senior in charge that day (they have a navyblue uniform on)
_	Please don't find it hard to talk about it.
	You will not get in trouble for sharing the information with us
	Pendennis wants to solve any problems
	Tell us your concerns and let us try to solve any problems before you tell anyone else.

confidential	Pendennis will not tell people thatyou have spoken to us about the issue, unless we really have to.
police	If a crime has been committed, we willhave to tell the police.
information	Please give truthful information.
complaint enquires and incidents	Someone will be chosen to look into your complaint.
	When we have investigated your complaint we will write to you to tell you what we have found.
contact	If you have anything you would like to talk about please contact Sam Ebden, the Manager at Pendennis on tel: 01803 551351



If you feel you cannot speak to Sam, you can speak to the following people:

1. The senior in charge: 01803 551351

2. Richard Jupp, director: 07768 500410