

Appendix E

FREEDOM TO SPEAK UP: RAISING CONCERNS POLICY

PROFORMA FOR RAISING CONCERNS

This form is for the use of staff who wish to bring a particular matter to the attention of the Trust with a view to it being addressed by Trust management. It can be completed by the member of staff online via the Intranet or by a Customer Care Help Desk Manager if the concern has been raised via that route.

For further advice and guidance, please refer to the Trust's Freedom to Speak Up: Raising Concerns Policy available from your line manager or via the Intranet.

THE ISSUE

Please describe the issue you wish to bring to the attention of the Trust

Please tick this box if you believe this to be an adverse incident
(please refer to the Trust's Adverse Events Reporting Policy for more guidance)

CONTACT DETAILS

Please give your contact details below if you feel able to do so. Please note that although anonymous reports will be considered under this Policy, it will be more difficult for such reports to be investigated fully. In addition, it is not possible to protect confidentiality of the identity of a person raising the concern if it is revealed as part of the investigation.

Name:

Department:

What is the best way to contact you? (e.g. via email, telephone, letter)
Please provide details

THANK YOU

Your concern will be taken seriously

**If you have left your contact details
someone will contact you within the next few days**

Please email this form to: mediation@salisbury.nhs.uk