

Date: **29 May 2020**

Our reference: **FOIRQ5793**

Dear Sir/Madam,

Thank you for your request for information processed under the Freedom of Information Act 2000. Please see our response to your following request for information from Great Ormond Street Hospital NHS Foundation Trust.:

Your Request and our Response(in bold)

1. How many whistleblowing contacts have been raised within the Trust in the following time periods:

March 2019
April 2019
March 2020
April 2020

If possible, please break this down by whether the case was raised with:

- a) The Trust's Freedom to Speak Up Guardian
- b) The Trust's other persons with responsibility for whistleblowing? This could include (but may not be limited to): executive director with responsibility for whistleblowing; non-executive director with responsibility for whistleblowing.

If it isn't possible to break it down in such a fashion, just give the aggregate figures.

If you are unable to give a specific monthly tally for March and/or April 2019, you may provide the total number for the year.

If you are unable to give a specific monthly tally for March and/or April 2020, you may provide the total number for the year to date.

There has been one Whistle blowing contact during the time frame specified which was in Feb 2020

2. Does the Trust hold data about these contacts/cases in a spreadsheet or database? If so, please could you provide a list of the data fields – for clarity, this could include but is not limited to categories such as “type of complaint”, “status of complaint”, etc.

For each item on the list of data fields, please state if the value is to be filled in as a free text field, or a value selected from a drop-down menu. For each of the fields where a value is to be selected from a drop-down menu, please include the options from the drop-down menu.

The data is held on a spreadsheet. This spreadsheet is used to manage all types of HR cases. Please see the details in respect of the data fields below.

Data Fields	Free Text/Drop down	Mandatory
Risk	Free Text	Yes
Policy	Free Text	Yes
Directorate	Free Text	Yes
Department	Free Text	Yes
First name	Free Text	Yes
Surname	Free Text	Yes
Initials	Free Text	Yes
Suspended?	Free Text	Yes
Job Title	Free Text	Yes
Comments	Free Text	Yes
Actions Agreed	Free Text	Yes
Manager	Free Text	Yes
HR Advisor	Free Text	Yes
Date issue raised	Free Text	Yes
Calendar Days Open	Free Text	Yes
Date Case Closed	Free Text	Yes
Investigating Officer	Free Text	Yes
Date Management Report submitted	Free Text	Yes
Investigation Outcome	Free Text	Yes
Hearing / Formal Meeting Date(s)	Free Text	Yes
Hearing Manager	Free Text	Yes
HR Support	Free Text	Yes
Hearing Outcome	Free Text	Yes
Entered onto ESR	Free Text	Yes
Appeal (Y/N)	Free Text	Yes
Appeal Hearing date	Free Text	No

Upheld/Not Upheld	Free Text	No
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Please note

The information we have provided under the Freedom of Information Act 2000 is the information held on the date your request was received by the Trust.

We hope the information provided is sufficient and helpful in answering your questions, issues or concerns. Should you have any further queries in relation to this request, please do not hesitate to contact the FOI Team and quote the above reference number on any related correspondence.

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Yours sincerely

Freedom of Information team

Great Ormond Street Hospital for Children NHS Foundation Trust
Email: foiteam@gosh.nhs.uk

[Enclosed – Your rights – see next page]

Your Rights

Should you have any questions relating to the response you have received to your request for information, please do not hesitate to contact the FOI Team. Alternatively, you are entitled to make a request for an internal review within two months from the date of receiving our final response to your original request. You can also write to the Head of Quality & Safety at the following address:

Quality & Safety team
Great Ormond Street Hospital
LONDON
WC1N 3JH

If, however, you remain dissatisfied with the outcome of the internal review then you have the right to appeal to the Information Commissioner as the final stage of the FOI process. You can contact the Information Commissioner's Office at the following address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113
Fax: 01625 524510