

SPEAKING UP POLICY

		POLICY	
Reference	HR/0028		
Approving Body	Joint Staff Partnership Forum		
Date Approved	25 th August 2026		
For publication to external SFH website	Positive confirmation received from the approving body that the content does not risk the safety of patients or the public:		
	YES	NO	N/A
			x
Issue Date	25 th August 2026		
Version	Version 15		
Summary of Changes from Previous Version	Minor editing of content, Refresh and update links in document . Update of contacts in organisation.		
Supersedes	Version 14		
Document Category	Human Resources		
Consultation Undertaken	JSPF Subgroup / JSPF/ FTSU Champions		
Date of Completion of Equality Impact Assessment	15/07/2026		
Date of Environmental Impact Assessment (if applicable)	Not applicable		
Legal and/or Accreditation Implications	All NHS Organisations providing NHS healthcare services are required to adopt the national NHS National Speaking Up Policy (2022) as a minimum standard to help normalise speaking up for the benefit of patients and workers.		
Target Audience	All staff, whether full-time or part-time, permanent, fixed term, bank, employed by the Trust or via agency or as a volunteer or student.		
Review Date	August 2028		
Sponsor (Position)	Chief Executive		
Author (Position & Name)	Director Of Corporate Affairs and the Freedom To Speak Up Guardian		
Lead Division/ Directorate	Corporate		
Lead Specialty/ Service/ Department	Human Resources/ Corporate Affairs		
Position of Person able to provide Further Guidance/Information	Freedom To Speak Up Guardian		

Associated Documents/ Information	Date Associated Documents/ Information was reviewed
FTSU Process & Timescale Guidance For Managers FTSU Process & Timescale Guidance For Staff	April 2026 April 2026
Template control	April 2024

CONTENTS

Item	Title	Page
1.0	INTRODUCTION	3
2.0	POLICY STATEMENT	3
3.0	DEFINITIONS/ ABBREVIATIONS	4
4.0	ROLES AND RESPONSIBILITIES	5
5.0	APPROVAL	6
6.0	DOCUMENT REQUIREMENTS	6
7.0	MONITORING COMPLIANCE AND EFFECTIVENESS	11
8.0	TRAINING AND IMPLEMENTATION	12
9.0	IMPACT ASSESSMENTS	12
10.0	EVIDENCE BASE (Relevant Legislation/ National Guidance) and RELATED SFHFT DOCUMENTS	12
11.0	KEYWORDS	12
12.0	APPENDICES	14

APPENDICES

<i>Appendix 1</i>	External Bodies To Speak Up To	14
<i>Appendix 2</i>	How To Speak Up and What Will Happen	15
<i>Appendix 3</i>	FTSU Champion Role Description	16
<i>Appendix 4</i>	What To Do If Feeling Detriment For Speaking Up	17
<i>Appendix 5</i>	Equality Impact Assessment (EQIA)	18

1.0 INTRODUCTION

Speak Up – We Will Listen

We welcome speaking up and we will listen. By speaking up at work you will be playing a vital role in helping us to keep improving our services for all patients and the working environment for our staff

This policy is for all our workers. [The NHS People Promise](#) commits to ensuring that “we each have a voice that counts, we all feel safe and confident to speak up, and take the time to really listen to understand the hopes and fears that lie behind the words”

We want to hear about any concerns you have, whichever part of the organisation you work in. We know some groups in our workforce feel they are seldom heard or are reluctant to speak up. You could be an agency worker, bank worker, locum or student. We also know workers with disabilities, or from a minority ethnic background or the LGBTQ+ community do not always feel able to speak up

This policy is for all our workers and we want to hear all our worker’s concerns

We ask all our workers to complete the [online learning](#) on speaking up. The online module on listening up is specifically for managers to complete and the module on following up is for senior leaders

2.0 POLICY STATEMENT

All NHS organisations and others providing NHS healthcare services in primary and secondary care in England are required to adopt the national policy as a minimum standard to help normalise speaking up for the benefit of patients and workers. Its aim is to ensure all matters raised are captured and considered appropriately.

This policy for SFH has adopted and incorporated the narrative from within the national policy – Freedom To Speak Up Policy For The NHS (NHSEI 2022)

What Can I Speak Up About?

You can speak up about anything which gets in the way of patient care or affects your working life. That could be something which doesn’t feel right to you: for example, a way of working or a process not being followed; you feel you are being discriminated against; or you feel the behaviours of others is affecting your wellbeing, or that of your colleagues or patients.

Speaking up is about all of these things.

Speaking up, therefore, captures a range of issues, some of which may be appropriate for other existing processes (for example, HR or patient safety/quality).

If in doubt, please speak up. It does not matter if you are mistaken or if there is an innocent explanation for the matters you raise. As an organisation, we will listen and work with you to identify the most appropriate way of responding to the issue you raise

Some of our key policies about raising concerns are:

SFH Fraud, Bribery and Corruption Policy
SFH Dignity At Work Policy
SFH Collective Disputes Policy
SFH Grievance Policy
SFH Handling Concerns Procedure For Medical and Dental Staff
SFH Sexual Safety Policy
SFH Managing Safeguarding Allegations Against People in Positions of Trust (PiPoT) Policy

Guidance is available for staff and managers on raising and handling concerns used via the Freedom To speak Up route –

[FTSU Process & Timescale Guidance for Staff](#)

[FTSU Process & Timescale Guidance For Managers](#)

All above policies and guidance are accessible via the intranet site [SFH People Policies, Guidance and Local Agreements](#)

We Want You To Feel Safe To Speak Up

Your speaking up to us is a gift because it helps us identify opportunities for improvement we might not otherwise know about.

We will not tolerate anyone being prevented or deterred from speaking up or being mistreated because they have spoken up.

Who Can Speak Up?

Anyone who works at the Trust including - any healthcare professionals, non-clinical workers, receptionists, directors, managers, contractors, volunteers, students, trainees, locum, bank and agency workers, and former workers. This also includes Medirest and Skanska colleagues.

3.0 DEFINITIONS/ ABBREVIATIONS

Making A “Protected Disclosure”

A protected disclosure is defined in the [The Public Interest Disclosure Act](#). This legislation allows certain categories of worker to lodge a claim for compensation with an employment tribunal if they suffer as a result of speaking up. The legislation is complex and to qualify for protection under it, very specific criteria must be met in relation to who is speaking up, about what and to whom. To help you consider whether you might meet these criteria, please seek independent advice from <https://protect-advice.org.uk/> or a legal representative

4.0 ROLES AND RESPONSIBILITIES

Who can I Speak Up To ?

Speaking Up Internally

Most speaking up happens through conversations with supervisors and line managers where challenges are raised and resolved quickly. We strive for a culture where that is normal, everyday practice and encourage you to explore this option – it may well be the easiest and simplest way of resolving matters.

However, you have other options in terms of who you can speak to, depending on what feels most appropriate to you

- Senior manager, partner or director with responsibility for the subject matter you are speaking up about.
- The patient safety team or clinical governance team (where concerns relate to patient safety or wider quality) [SFH Governance Support Unit Team / Patient Safety](#)

- Our People Services / HR team, where there are concerns relating to our processes, behaviours and wellbeing. People Services Team contactable at sfh-tr.peopleserviceteam@nhs.net or Helpline Ext. 3271

Union and Staff Side support – if you are a member of a union, then your union representative can support concerns relating to your experiences at work or any Employee Relations processes you raise or may be involved in.

- Our Freedom to Speak Up Guardian – **Kerry Bosworth** kerry.bosworth@nhs.net, who can support you to speak up if you feel unable to do so by other routes. The Guardian will ensure that people who speak up are thanked for doing so, that the issues they raise are responded to and that the person speaking up receives feedback on the actions taken.

Please see Appendix 2 for how to speak up and what will happen using the FTSU process

- Local counter fraud team (where concerns relate to fraud) [SFH Counter Fraud Specialist](#).
- Our Executive Director responsible for Freedom to Speak Up is Sally Brook-Shanahan contactable by email sally.brookshanahan@nhs.net. Provides senior support for our FTSU Guardian and is responsible for reviewing the effectiveness of our FTSU arrangements.
- Our Non-Executive Director responsible for Freedom to Speak Up - Barbara Brady, contactable via email barbara.brady1@nhs.net. This role can provide more independent support for the guardian; provide a fresh pair of eyes to ensure that investigations are conducted with rigor; and help escalate issues, where needed. The Non Executive Director can also be contacted if there are concerns relating to board members, or you are considering external escalation.

Speaking Up Externally

If you do not want to speak up to someone within your organisation, you can speak up externally to:

- Care Quality Commission (CQC) for quality and safety concerns about the services it regulates – you can find out more about how the CQC handles concerns [here](#).
- NHS England for concerns about:
 - GP surgeries
 - dental practices
 - optometrists
 - pharmacies
 - how NHS trusts and foundation trusts are being run (this includes ambulance trusts and community and mental health trusts)
 - NHS procurement and patient choice
 - the national tariff.

NHS England may decide to investigate your concern themselves, ask your employer or another appropriate organisation to investigate (usually with their oversight) and/or use the information you provide to inform their oversight of the relevant organisation. The precise action they take will depend on the nature of your concern and how it relates to their various roles.

Please note that neither the Care Quality Commission nor NHS England can get involved in individual employment matters, such as a concern from an individual about feeling bullied.

[NHS Counter Fraud Authority](#) for concerns about fraud and corruption, using their [online reporting form](#) or calling their freephone line **0800 028 4060**.

If you would like to speak up about the conduct of a member of staff, you can do this by contacting the relevant professional body such as the General Medical Council, Nursing and Midwifery Council, Health & Care Professions Council, General Dental Council, General Optical Council or General Pharmaceutical Council.

Please see Appendix 1 for contact details and further information for the above organisations

5.0 APPROVAL

This policy has been approved by the Joint Staff Partnership Forum.

6.0 DOCUMENT REQUIREMENTS

How Should I Speak Up?

You should speak up to any of the people or organisations listed above in person, by phone or in writing (including email)

Confidentiality

The most important aspect of your speaking up is the information you can provide, not your identity.

You have a choice about how you speak up:

- **Openly:** you are happy that the person you speak up to knows your identity and that they can share this with anyone else involved in responding.
- **Confidentially:** you are happy to reveal your identity to the person you choose to speak up to on the condition they will not share this without your consent.
- **Anonymously** you do not want to reveal your identity to anyone. This can make it difficult for others to ask you for further information about the matter and may make it more complicated to act to resolve the issue. It also means that you might not be able to access any extra support you need and receive any feedback on the outcome.

In all circumstances, please be ready to explain as fully as you can the information and circumstances that prompted you to speak up.

Advice and support

You can find out about where to seek advice and support available to you by visiting the [SFH People Team Homepage](#).

Speaking up can cause anxiety and affect your wellbeing – please visit our [Colleague wellbeing | Sherwood Forest Hospitals](#) website for information and support, including access to our Employee Assistance provider, for free counselling and in the moment support.

Your local staff networks [- SFH Staff Networks](#) can be a valuable source of support, also found via SFH Intranet site

You can access a range of health and wellbeing support via NHS England:

- [Support available for our NHS people.](#)
- [Looking after you: confidential coaching and support for the primary care workforce.](#)

NHS England has a [Speak Up Support Scheme](#) that you can apply to for support. You can also contact the following organisation

- The charity [Protect](#) provides confidential and legal advice on speaking up.
- The [Trades Union Congress](#) provides information on how to join a trade union.
- [The Law Society](#) may be able to point you to other sources of advice and support.
- [The Advisory, Conciliation and Arbitration Service](#) (ACAS) gives advice and assistance, including on early conciliation regarding employment disputes

What will we do?

The matter you are speaking up about may be best considered under a specific existing policy/process; for example, our process for dealing with bullying and harassment. If so, we will discuss that with you. If you speak up about something that does not fall into an HR or patient safety incident process, this policy ensures the matter is still addressed.

Resolution and investigation

We support our managers/supervisors to listen to the issue you raise and take action to resolve it wherever possible. In most cases, it's important this opportunity is fully explored, which may be with facilitated conversations and/or mediation.

Where an investigation is needed, this will be objective and conducted by someone who is suitably independent (this might be someone outside your organisation or from a different part of the organisation) and trained in investigations. It will reach a conclusion within a reasonable timescale (which we will notify you of), and a report will be produced that identifies any issues to prevent problems recurring.

Any employment issues that have implications for you/your capability or conduct identified during the investigation will be considered separately.

Communicating with you

We will treat you with respect at all times and will thank you for speaking up. We will discuss the issues with you to ensure we understand exactly what you are worried about. If we decide to investigate, we will tell you how long we expect the investigation to take and agree with you how to keep you up to date with its progress. Wherever possible, we will share the full investigation report with you (while respecting the confidentiality of others and recognising some matters may be strictly confidential; as such it maybe we cannot even share the outcome with you).

How we learn from your speaking up

We want speaking up to improve the services we provide for patients and the environment our staff work in. Where it identifies improvements can be made, we will ensure necessary changes are made and are working effectively. Lessons will be shared with teams across the organisation, or more widely, as appropriate.

Review

We will seek feedback from workers about their experience of speaking up.

Senior leaders' oversight

For concerns raised by the FTSU process and route, our most senior leaders will receive a quarterly report providing a thematic overview of speaking up by our staff to our FTSU guardian.

Detriment From Speaking Up

What do we mean by disadvantageous/demeaning treatment

If you feel as a result of the act of speaking up, rather than the specifics of the matter raised by speaking up you are experiencing disadvantage or demeaning treatment it is vitally important to report this. Sometimes these actions can be subtle and not always easy to recognise. Whilst behaviours might not be intentional, the impact can still be significant if a person believes they are being treated poorly or differently.

Such treatment may include: (these are examples and not limited to)

- experiencing poor behaviours not in line with our organisational values eg. being ostracised, gaslighting, gossiping, incivility
- given unfavourable shifts; repeated denial of overtime/bank shifts; being denied shifts in a certain area/department without good reason; changes to shifts at short notice with no apparent reason
- repeatedly denied annual leave; failure on a regular basis to approve in reasonable time; or leave cancelled without good reason
- micro-managing; excessive scrutiny
- sudden and unexplained changes to work responsibilities, or not being given adequate support
- being moved from a team or inexplicable management of change
- being denied access to development opportunities; training or study leave without good reason
- being overlooked for career development

Recording

- Reports of disadvantageous/demeaning treatment reported to the Freedom to Speak Up Guardian will be recorded on the central speak up database.
- Information will be kept strictly confidential, only shared on a need-to-know basis. Escalation will be to the Executive Team and/or Senior People Team for investigation if this is agreeable to the concern raiser.
- Freedom to Speak Up Guardians are required to report speak up activity on a quarterly basis to the NHS England. The number of people sharing concerns relating to perceived disadvantageous/demeaning treatment as a result of speaking up is included in this data.

Please see Appendix 4 for reporting detriment as agreed by the Regional Network Of FTSU Guardians Midlands 2022

7.0 MONITORING COMPLIANCE AND EFFECTIVENESS

Minimum Requirement to be Monitored (WHAT – element of compliance or effectiveness within the document will be monitored)	Responsible Individual (WHO – is going to monitor this element)	Process for Monitoring e.g. Audit (HOW – will this element be monitored (method used))	Frequency of Monitoring (WHEN – will this element be monitored (frequency/ how often))	Responsible Individual or Committee/ Group for Review of Results (WHERE – Which individual/ committee or group will this be reported to, in what format (eg verbal, formal report etc) and by who)
Speaking Up data – themes, numbers, outcomes	Executive Team	Assurance Reports to the People Committee and the Trust Board. Inclusion in SFH Annual Report	3 monthly to Trust Board and 3 monthly People Committee	Written reports and verbal presentation to People Committee and SFH Board
Bi-annual monitoring of the FTSU service by Guardian and Executive Lead	FTSUG and FTSU Executive Lead	Meetings with Director Of Corporate Affairs and FTSUG – tracking themes and trends	Bi Weekly meetings	Director Of Corporate Affairs and FTSUG
Policy Promotion	FTSUG and FTSU Champions, People Team	Monitoring of known cases being raised under this policy	Ongoing	Intelligence sharing meetings with OD, HR, FTSU Forums and Divisional FTSU meetings

8.0 TRAINING AND IMPLEMENTATION

A presentation by the Freedom to Speak Up Guardian outlining the importance of speaking up will be delivered to all new starters as part of the Trust Orientation Day programme.

Leadership development programmes offered in house, feature the FTSU Agenda, supporting the messages from this policy.

Freedom To Speak up Guardian supports student and nursing preceptorship inductions and programmes. Speaking up is included in the medical resident doctors induction.

FTSU Champions use the information in this policy to signpost colleagues.

People Leads and Deputy People Leads are available to offer advice and support to managers on the implementation of this policy.

Line managers are requested to complete the online training provided by NHSEI / NGO – Speak Up / Listen Up.

9.0 IMPACT ASSESSMENTS

- This document has been subject to an Equality Impact Assessment, see completed form at Appendix 5
- This document is not subject to an Environmental Impact Assessment

10.0 EVIDENCE BASE (Relevant Legislation/ National Guidance) AND RELATED SFHFT DOCUMENTS

Evidence Base:

NHS England's - Freedom To Speak Up Policy for the NHS (2022)
The Public Interest Disclosure Act 2020

Related SFHFT Documents:

- SFH Fraud, Bribery and Corruption Policy
- SFH Dignity At Work Policy
- SFH Collective Disputes Policy
- SFH Grievance Policy
- SFH Handling Concerns Procedure For Medical and Dental Staff
- SFH Sexual Safety Policy
- SFH Managing Safeguarding Allegations Against People in Positions of Trust (PiPoT) Policy
- Guidance is available for staff and managers on raising and handling concerns used via the Freedom To speak Up route –
- [FTSU Process & Timescale Guidance for Staff](#)
- [FTSU Process & Timescale Guidance For Managers](#)

11.0 KEYWORDS

Speaking up
Whistleblowing
Freedom To Speak Up (FTSU)
Guardian
Raising Concerns
Grievance

12.0 APPENDICES

Refer to list in contents table

- Appendix 1 – External Bodies to Speak up to
- Appendix 2 – How to speak up and what will happen
- Appendix 3 – Freedom To speak Up Champion Role Description
- Appendix 4 – Detriment from speaking up – how to raise and respond
- Appendix 5 – Equality Impact Assessment

Appendix 1 External Bodies To Speak Up To

Regulator	Contact Details
NHS England & Improvement/ IMPACT: Responsible how NHS Trusts and Foundation Trusts are being run. NHS England leads the National Health Service (NHS) in England. They set the priorities and direction of the NHS and encourage and inform the national debate to improve health and care.	NHS Improvement NHS England website NHS IMPACT Hub
Care Quality Commission : Responsible for safeguarding appropriate standards of quality and safety within health and social care in England.	Care Quality Commission CQC website
Health and Safety Executive: Responsible for protecting people against risks to health or safety including work activities	https://www.hse.ie/eng/
360 Assurance: Responsible for ensuring organisations are managed effectively to protect public and patients interests.	https://www.360assurance.co.uk/contact-us/
Health Education England Responsible for Education and Training in the NHS	Health Education England (hee.nhs.uk)
NHS Counter Fraud Authority – for concerns about fraud and corruption, using their online reporting form or calling their freephone line 0800 028 4060 . (24/7)	NHS Counter Fraud Authority

Or if there is a complaint against a person who is a member of a professional body, you could inform:

Regulator	Contact Details
Nursing and Midwifery Council:	https://www.nmc.org.uk/concerns-nurses-midwives/make-a-referral/
General Medical Council:	https://www.gmc-uk.org/concerns
Health & Care Professions Council:	https://www.hcpc-uk.org/
General Pharmaceutical Council - regulate pharmacists, pharmacy technicians and pharmacies in Great Britain. They work to assure and improve standards of care for people using pharmacy services.	General Pharmaceutical Council (pharmacyregulation.org)

Appendix 2 – How to Speak Up and What Will Happen

Step one

Wherever possible, we would hope that you would feel able to raise concerns locally with your line manager, professional lead or tutor (for students). This may be done verbally or in writing. Alternatively, you may also wish to raise your concern with a higher line manager.

Step two

If you feel unable to raise the matter with your line manager or you have but feel that the matter is not resolved at that stage, please raise the matter with our local Freedom to Speak Up Guardian or Freedom to Speak up Champions(s):

The Freedom to Speak Up Guardian and Freedom to Speak up Champions will:

- thank you for speaking up about your concern
- ensure you receive timely support to progress your concern or take ownership of the concern
- escalate to a Director or the Chief Executive if there are any indications that you are being subjected to detriment for speaking up.
- give you timely feedback on how your concern is being dealt with
- ensure you have access to personal support since speaking up may be stressful.

If you want to raise the matter in confidence, please say so at the outset so appropriate arrangements can be made.

Step three

If these channels have been followed and you still have concerns, or if you feel the matter is so serious that you cannot discuss it with any of the above please raise it with an Executive Director, the Chief Executive or our Non-Executive Lead for Freedom to Speak Up / Senior Independent Director (Barbara Brady) - email: barbara.brady1@nhs.net

Step four

You can also speak up formally with external bodies as outlined in Appendix 1.

Appendix 3 – Freedom To Speak Up Champion Role Description

Role Description: Freedom to Speak Up Champion

ROLE SUMMARY

As part of the development of the Trust's commitment to Freedom to Speak Up, the Freedom to Speak Up Champion will aid in the promotion of speaking up matters at the Trust and act as a link person for staff to discuss and raise concerns.

You will be a point of contact for individuals who require advice, to inform them of the options available, whether informal or formal and to direct individuals to the support available. With regular support from the Trust's Freedom to Speak Up Guardian, you will act as a role model for creating an open, honest and transparent culture which values speaking up. You will be required to attend annual training in order to maintain a champion position at the Trust.

This role is a voluntary role and is undertaken in addition to your existing role at the trust.

Key responsibilities:

1. To work with colleagues within the Trust to promote a culture where speaking up is recognised and valued
2. Promote local speaking up processes, sources of support and guidance to staff
3. Be available and accessible to staff who may have a concern
4. Take immediate appropriate action when safety or quality concerns are raised
5. Ensure that safety concerns are escalated through leadership routes or FTSU Guardian.
6. Communicate with empathy and compassion with other staff about potentially emotive concerns
7. Signpost all colleagues raising concerns to their local speaking up processes or the Freedom to Speak Up Guardian, if barriers persist. Work within confidentiality boundaries as appropriate, unless safeguarding or safety is the concern and then must be escalated.

Key Skills:

- Must be able to demonstrate behaviours consistent with the Trust's behavioural standards, CARE values and key priorities
- Compassionate and supportive approach
- Commitment to providing support which is inclusive and respectful of the Trust's equality and diversity standards
- Excellent time management skills to balance the role with existing role
- Ability to turn 'speak up' scenarios into learning opportunities
- Ability to share difficult messages in a relevant manner
- The ability to remain non-judgmental when presented with information
- Able to build trust and rapport with pace and authenticity
- Knowledgeable about Freedom to Speak Up matters and able to advise staff appropriately about speaking up at the Trust

For more information on this role, please contact: kerry.bosworth@nhs.net.

Appendix 4 - What to do if feeling detriment for speaking up

Responding to experiences of disadvantageous or demeaning treatment after speaking up.
 A Best Practice Guide developed by representatives in the Freedom to Speak Up Midlands Regional Network
 (May 2022)

I /my colleague spoke up and now I believe I am/my colleague is experiencing disadvantageous or demeaning treatment as a result.

Speak to a manager or the
 Freedom to Speak Up
 Guardian as soon as
 possible
 (or see SFH Speak Up Policy
 for other options of who to
 speak to)

- ▶ Your concern will be taken seriously
- ▶ You will be supported whilst your concern is reviewed
- ▶ You will be kept informed and provided with feedback
- ▶ You will be signposted to wellbeing support if needed

A colleague reports disadvantageous or demeaning treatment after speaking up to a manager or the Freedom to Speak Up (FTSU) Guardian

Manager
 to inform
 FTSU
 Guardian

Issue reported to
 FTSU Guardian

- ▶ Clarify matters of confidentiality, what information will be shared and with whom
- ▶ FTSU Guardian will record on the central FTSU database

Within 72
 hours
 or
 immediately if
 significant
 risks identified

Inform the Executive
 Lead for FTSU

- ▶ Consider if any immediate action is required to protect the worker from disadvantageous or demeaning treatment. *(particularly important in the case of perceived bullying and/or harassment)*
- ▶ Consider any potential patient safety issues and immediate action required
- ▶ Receive assurance line management arrangements are in place to support anyone who might be affected
- ▶ Responsible exec to co-ordinate discussion involving FTSU Guardian and appropriate colleagues, for example. Operational colleagues, HR, Patient Safety, Safeguarding, Staff Side



Follow your
 organisations speak
 up process

In line with Speak Up Process:

- ▶ Clarify matters of confidentiality
- ▶ Agree how and what to be explored (terms of reference), and timescales for completion
- ▶ Identify independent lead for any review/investigation
- ▶ Agree arrangements for monitoring and feedback
- ▶ Share and record key actions, outcomes, learning and recommendations.
- ▶ Share wider learning across the organisation

If investigation reveals any unresolved issues relating to individual performance or conduct, consider consulting with human resources colleagues according to local policies/process.

APPENDIX 5 - EQUALITY IMPACT ASSESSMENT FORM (EQIA)

EIA Form Stage One:

Name EIA Assessor: Kerry Bosworth		Date of EIA completion: 16/07/2026
Department: Corporate Services / People Services		Division: Corporate
Name of service/policy/procedure being reviewed or created: Speaking Up Policy		
Name of person responsible for service/policy/procedure: Kerry Bosworth – FTSU Guardian		
Brief summary of policy, procedure or service being assessed: The policy outlines the Trust's approach to speaking up and raising concerns.		
Please state who this policy will affect: Workers at SFH Trust , Locum workers, Agency workers ,students,		
Protected Characteristic	Considering data and supporting information, could protected characteristic groups' face negative impact, barriers, or discrimination? For example, are there any known health inequality or access issues to consider? (Yes or No)	Please describe what is contained within the policy or its implementation to address any inequalities or barriers to access including under representation at clinics, screening. Please also provide a brief summary of what data or supporting information was considered to measure/decipher any impact.
Race and Ethnicity	No	This policy is aligned to the national NHS England Freedom To Speak Up Policy 2022 – therefore the national Equality and Health Inequalities Statement of the NHS Speaking Up Policy is applied to this policy. Promoting equality and addressing health inequalities are at the heart of NHS England's values. Throughout the development of the policies and processes cited in this document, we have: • Given due regard to the need to eliminate discrimination, harassment and victimisation, to advance equality of opportunity, and to foster good relations between people who share a relevant protected characteristic (as cited under the Equality Act 2010) and those who do not share it; and • Given regard to the need to reduce inequalities between patients in access to, and outcomes from healthcare services and to ensure services are provided in an integrated way where this might reduce health inequalities
Sex	No	
Age	No	
Religion and Belief	No	
Disability	No	
Sexuality	No	
Pregnancy and Maternity	No	
Gender Reassignment	No	

Marriage and Civil Partnership	No	
Socio-Economic Factors (i.e. living in a poorer neighbour hood / social deprivation)	No	

If you have answered 'yes' to any of the above, please complete Stage 2 of the EIA on Page 3 and 4.

What consultation with protected characteristic groups including patient groups have you carried out?

JSPF Sub Group and JSPF, FTSU Champions – who many are staff network members

As far as you are aware are there any Human Rights issues be taken into account such as arising from surveys, questionnaires, comments, concerns, complaints or compliments?

No

On the basis of the information/evidence/consideration so far, do you believe that the policy / practice / service / other will have a positive or negative adverse impact on equality? (delete as appropriate)

Positive			Negative			
High	Medium x	Low	Nil	Low	Medium	High

If you identified positive impact, please outline the details here:

This policy clearly outlines the process to be followed supporting colleagues to speak up and raise concerns in a supported and structured process, highlighting all avenues of raising concerns – supporting choice for all colleagues including those with protected characteristics. Signposting to policies such as Dignity At Work – where colleagues with protected characteristics can raise specific concerns related to this.

EIA Form Stage Two:

Protected Characteristic	Please explain, using examples of evidence and data, what the impact of the Policy, Procedure or Service/Clinical Guideline will be on the protected characteristic group.	Please outline any further actions to be taken to address and mitigate or remove any in barriers that have been identified.
Race and Ethnicity		
Gender		
Age		
Religion		
Disability		
Sexuality		
Pregnancy and Maternity		
Gender Reassignment		
Marriage and Civil Partnership		
Socio-Economic Factors (i.e. living in a poorer neighbourhood /		

social deprivation)		
----------------------------	--	--

Signature: Kerry Bosworth *I can confirm I have read the Trust's Guidance document on Equality Impact Assessments prior to completing this form* Date: 15/7/2026
--

Please send the complete EIA form to the People EDI Team for review. Please send the form to: sfh-tr.edisupport@nhs.net
