

1. Whistle Blowing officer

1/ The nominated Whistle Blowing officer of the Enfield Council should review the legitimacy of the registered suspicion and then liaise as necessary with the Directing chain of command and at

- **When A Whistle Blowing Officer Receives a Suspicion There Are 3 Step to Follow:**

- a)** No action necessary, update database, close case and there will be no referral.
- b)** Referral to the Assistant Director of CFPS who will appoint an investigator.
- c)** Further internal investigation needed – this may lead to no action or an investigation.

False pretence

2/ “In the Table at The Bottom of This Document Below is **Exhibit *****.**”

- **Physical Evidence**

3/ If there is any physical evidence the employee or Manager should seize this, if possible.

4/ It is essential that this is secure, and a record kept of the time and place the information was document.

5/ This is all showed in my diary.

- **Collection of Evidence**

6/ If evidence consists of more than one item, for example more than one document, each one should easily be identifiable with a reference number corresponding to the written record.

7/ This is all showed in my diary.

- **Witnesses**

8/ Case handlers of complaints should talk through the disclosed information with the witness if right and complete a record kept of any discussions.

2. Whistle Blowing Officer

A. The Government Officials Whistle-Blowing officer's roles, include the overseeing of the handing of physical evidence, while managing the collection of evidence, and these requirements are in pursuit of the right outcomes for ongoing cases, when Official persons are managing the handling of witnesses and victims.

a) Whistle-Blowing Officer Responsibilities

1. Review and Legitimacy Assessment

- The designated Whistle-Blowing officer at **Enfield Council** are responsible for assessing the legitimacy of registered suspicions. Following this review, they should communicate as necessary with the chain of command.

2. Whistle-Blowing Process Steps

- When a Whistle-Blowing Officer receives a suspicion, there are three critical steps to follow:

- a)** If no action is required, update the database, close the case, and no referral is necessary.

- b) In cases requiring further investigation, refer the matter to the Assistant Director of CFPS, who will appoint an investigator.
- c) If additional internal investigation is deemed necessary, this may result in no further action or the initiation of a formal investigation.

3. False Pretence and Exhibit Reference

- In cases involving false pretence or misleading information, please refer to the table provided at the bottom of this document, designated as "Exhibit *****."

b) Handling Physical Evidence

4. Securing Physical Evidence

- In situations where physical evidence is present, employees or managers should promptly seize this evidence if feasible.

5. Documentation of Evidence

- It is crucial to securely store physical evidence, maintaining a detailed record of when and where this information was documented. Please note that these actions are thoroughly documented in my diary.

c) Collection of Evidence

6. Identification and Reference

- When evidence comprises multiple items, such as documents, each item should be clearly identifiable and assigned a reference number corresponding to the written record.

7. Diary Documentation

- These procedures are meticulously detailed and documented in my diary.

d) Handling Witnesses

8. Witness Interviews and Documentation

- For cases involving witness statements, the case handlers of complaints should engage in thorough discussions regarding the disclosed information with the witnesses when appropriate. Detailed records of these discussions should be maintained as part of the investigative process.
- These revised instructions provide a more structured and comprehensive overview of the responsibilities and processes related to whistleblowing, handling physical evidence, collecting evidence, and working with witnesses.