**100 VOICES CAMPAIGN**

We know that speaking up is making a difference. There are thousands of cases of speaking up across the NHS, and the numbers are increasing. These are all opportunities to learn, change, and improve. Some are ‘small wins’, others are ‘big wins’. All are important.

The ‘100 Voices’ campaign will acknowledge and celebrate the difference that ‘speaking up’ is having in the NHS. Our ambition is to create a database of at least 100 case studies that describe where speaking up has led to improvements for the good of workers, patients and their families and carers. The best of these will be published alongside the National Guardian’s 2019 annual report. They will all be used to communicate and illustrate the amazing work done by Freedom to Speak Up Guardians and everyone in healthcare who is speaking up and responding to the matters speaking up raises.

**WHO CAN TAKE PART?**

Anyone who has spoken up, supported someone who has spoken up, or responded to a situation someone has identified when they have spoken up can take part – this is not just limited to Freedom to Speak Up Guardians. We welcome case studies from any organisation that supports the NHS and healthcare, whether a provider organisation or not.

**HOW DO I TAKE PART?**

Please submit your case study to the National Guardian’s Office (NGO) using the template, below. Please pass this template on and encourage anyone who may have a case study to share to take part.

**WHAT CASE STUDIES CAN I SUBMIT?**

No case study is too big or too small. Please submit ALL cases that you think illustrate a change resulting from speaking up or any form of learning.

**CAN I SUBMIT MORE THAN ONE CASE?**

Yes, even if they seem similar. Every case is different and involves individuals and individual circumstances. The ‘100 voices’ are the voices of workers who speak up, and those who respond, support or affected by the changes that result.

**WHAT HAPPENS NEXT?**

The NGO will provide an update on how close we are to our target of 100 ‘voices’ every month as we approach the publication of the annual report. Alongside the annual report, a selection of case studies will be published. We will keep all case studies that we receive and use these to illustrate the impact of Freedom to Speak Up in the NHS. We will also promote the campaign on social media using **#FTSUvoices**

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| **TITLE OF CASE STUDY**  Make this short and catchy. Focus on the issue, the outcome and learning that the speaking up resulted in, rather than the individuals involved or the organisation. |
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| **NAME OF PERSON SUBMITTING THE CASE STUDY**  This will not be disclosed without consent. Please indicate whether you give consent for your name to be published. Even if you do give your consent, we might not be able to publish your name if it may reveal the identity of the organisation you work in (see below) or others involved. |
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| **CONTACT DETAILS OF PERSON SUBMITTING THE CASE STUDY**  Please provide an email address and telephone contact number. This information is for the NGO to contact you about the case study. It will not be disclosed. |
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| **ORGANISATION / S**  The name of the organisation (or organisations) involved in the case study. Seek permission from the relevant teams in the organisation/s before providing names. If you do not have specific permission, you may be able to describe an organisation without naming it (e.g. ‘a large NHS trust’, or ‘a professional body’) |
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| **INDIVIDUALS INVOLVED**  As above, seek permission before including personal information. Without specific permission please describe those involved in a way that would not reveal their identify (e.g. ‘a nurse’ or ‘a member of senior management’) |
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| **HOW THE SPEAKING UP TOOK PLACE**  Describe how the matter was raised. This might be the result of raising a case with a FTSU Guardian but might also be related to a discussion someone had with a line manager, an issue raised in an open forum, or even an anonymous contact. |
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| **WHAT WAS BEING RAISED?**  Describe the matter being raised, including the potential impact that the matter was having or could have had. As far as possible please do not use technical language – think of how you would describe the matter to someone who had no knowledge of the issues involved. |
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| **WHAT HAPPENED?**  Describe **both** how the speaking up matter was handled (the ‘process’) and what actions were taken in response to the matter that was raised. Please think about:   * What immediate steps were taken * Who else was involved * How the person speaking up was involved and supported * How and when feedback was provided to the person speaking up |
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| **WHAT CHANGED?**  What happened as a result of the speaking up? Include a description of what happened immediately, in the medium term, and the longer term. If there are still changes to be made, please say what they are and when they are expected. |
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| **IMPACT**  What impact did the speaking up have and how was this measured? If the full impact of the speaking up hasn’t been felt yet, indicate when this might be expected. Describe how the speaking up resulted in changes to patient care and/or the lives of NHS workers, patients, families and carers. Provide estimates of any financial savings that may be felt. |
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| **WHAT WAS LEARNT?**  What lessons have been learnt? What will individuals, senior leaders, and the organisation as a whole do differently? |
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| **WHAT DID THE PERSON SPEAKING UP SAY?**  What did they think of the process and the outcome? Would they speak up again? Would they encourage others to speak up? Please include quotes where possible. |
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| **WHAT WERE YOUR REFLECTIONS?**  Describe your personal learning and how this will change how you work. |
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**CONSENT**

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| Submitted case studies should not include any information that could identify any persons unless appropriate permissions have been given.  Please confirm that you have read and agree to these conditions. |
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