

Freedom to Speak Up

Self-reflective template for Freedom to Speak Up guardians

As a Freedom to Speak Up Guardian you play a important role in creating an open and supportive culture where individuals feel safe, and confident, to speak up about concerns they may have. Reflecting on your role, experiences, and actions is essential for continuous growth and effectiveness in fostering a culture of transparency and accountability.

This self-reflection template is designed to provide a structured approach for Freedom to Speak Up guardians to assess their performance, reflect on challenges, and enhance their ability to support those who speak up. By engaging in regular self-reflection, guardians can ensure they are meeting their responsibilities effectively, fostering trust, and helping to drive positive cultural change within their organisations.

When he wrote the [Freedom to Speak Up review report](#), Sir Robert Francis QC set out a simple five step model of what a good speaking up process should look like:



In practice, each step can be fraught with difficulties, particularly when you consider that someone who is speaking up is often in a highly stressful situation. As well as speaking up yourself, you may be in a role where people want to speak up to you.

- If you were speaking up, what would you want to see that would encourage you?
- How do you foster an environment that encourages your team to speak up to you?

Below is a table with each step and some of the factors that need to be considered.

This exercise can help to identify some of the barriers to speaking up and how you might mitigate these for your team.

Step	Factors to consider	What would encourage you to speak up?
Identify that something might be wrong	<ul style="list-style-type: none"> • New starters may be seeing issues that should be raised in practice for the first time. • Everyone is busy and under pressure and sometimes it is difficult to take a step back and see issues that should be raised with fresh eyes. 	
Raising a concern	<ul style="list-style-type: none"> • You might not know who to raise a concern with or the process to use. • How do you find the time to speak up when you are constantly busy? • What if it is a close colleague who has done something that you think might be wrong? • What if someone more senior than you is doing something you think may be wrong? 	
Examining the facts	<ul style="list-style-type: none"> • It can take a long time to properly understand a situation and many factors might be at play. 	
Outcomes and feedback	<ul style="list-style-type: none"> • How do you preserve confidentiality? 	



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	<ul style="list-style-type: none">• What if there isn't a simple response to a situation?	
Reflecting and moving forward	<ul style="list-style-type: none">• If an error has occurred should someone be blamed?• What if I damage the organisation's reputation by admitting that something has gone wrong?	