

EMPLOYMENT POLICY: WHISTLEBLOWING POLICY

This policy is biennially reviewed to ensure compliance with current regulations

Approved/reviewed by	
Executive Director: People	
Date of next review	Feb 2025

This policy and procedure is subject to The Equality Act 2010 which recognises the following protected characteristics: age, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation, and disability.

1. Document Control

1.1. Document Details

Title	Whistleblowing Policy
Author	Jen Durrant
Version	3.0
Date	Feb 2023
Status	Published

1.2. Revision History

Version	Date	Author	Comments
1.0	2019	Jen Durrant	Definitive Release
2.0	Jan 2022	Jen Durrant	Definitive Release
3.0	Feb 23	Jen Durrant/Sharon Cook	Definitive Release

1.3. Distribution

Name	Email	Organisation
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5 below). It does not matter if a worker who raises a concern is mistaken about it – workers do not have to prove anything about the allegation they are making, but they must reasonably believe that the disclosure is made in the public interest and that the information they have tends to show malpractice.. A protected disclosure must consist of information and not merely be allegations of suspected malpractice.

4. Specific Subject Matter

Whistleblowing is the reporting of suspected malpractice, wrongdoing or dangers in relation to the College's activities. This policy and procedure should be used where a worker becomes aware of information which they reasonably believe tends to show one or more of the following:

That a criminal offence has been committed, is being committed or is likely to be committed;

That an individual has failed, is failing or is likely to fail to comply with any legal obligation to which they are subject;

That a miscarriage of justice has occurred, is occurring, or is likely to occur;

That the health or safety of any individual has been, is being, or is likely to be, endangered;

That the environment, has been, is being, or is likely to be, damaged;

That information tending to show any of the above, is being, or is likely to be, deliberately concealed.

5. Procedure for making a disclosure

5.1 Information which a worker reasonably believes tends to show one or more of the situations given in section 4 should promptly be disclosed so that any appropriate action can be taken.

5.2 In the first instance, a disclosure should be made to the worker's line manager. Where a worker feels that they cannot tell their line manager, for whatever reason, they should raise the issue with the Assistant Principal and/or any member the Executive Leadership/College Leadership Team.

5.3 If the disclosure relates to the Principal and Chief Executive, a worker can raise the issue with the Clerk of the Corporation.

5.4 In the event that the disclosure relates to the Clerk of the Corporation, a worker can raise the issue with the Chair of the Board of Governors.

5.5 A concern can be raised by telephone, in person or in writing. It is preferable if it is made in writing. Although the worker is not expected to prove the truth of their concern beyond doubt or provide evidence, the worker will generally need to provide the following information as a minimum:

the nature of the concern and why the individual believes it to be true; and

the background and history of the concern (giving relevant dates where possible).

5.7

8.3 The College strongly encourages workers to seek advice before reporting a concern to anyone external. Protect (formally known as Public Concern at Work) is the UK's whistleblowing charity, and aims to stop harm by encouraging safe whistleblowing. It is a source of free, confidential whistleblowing information and advice, and can be contacted:

online via its website: <https://protect-advice.org.uk/contact-protect-advice-line/>; or

by telephone: 020 3117 2520

8.4 Workers may make a disclosure to an appropriate external body prescribed person, such as a regulator or professional body or an MP. A list of prescribed people and bodies this purpose and the areas for which they are responsible is available on the GOV.UK website at:

<https://www.gov.uk/government/publications/blowing-the-whistle-list-of-prescribed-people-and-bodies--2>.

9. **Accountability**

The College will keep a record of all concerns raised under this policy and procedure (including cases where the College deems that there is no case to answer and therefore that no action should be taken), and will report to the College's Board of Governors on an annual basis as appropriate.

10. **Further assistance for workers**

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