

## Whistleblowing Policy v7

The organisation encourages staff who suspect malpractice during a learner's visit or within their own workplace to report their concerns to their Line Manager. This is called 'whistleblowing'.

The Public Interest Disclosure Act came into force in 1999 and was amended by the Enterprise and Regulatory Reform Act 2013. The legislation gives statutory protection from dismissal to employees who legitimately make a disclosure in the public interest which relates to:

- A criminal offence
- The breach of a legal obligation
- A miscarriage of justice
- A danger to the health and safety of any individual
- Damage to the environment
- Or a deliberate attempt to cover up any of the above

The Public Interest Disclosure Act does not protect staff if they break the law when they report something (e.g. if they have signed the Official Secrets Act).

It is the responsibility of our organisation to ensure that all reports are thoroughly investigated, and findings recorded. If the report relates to their line manager, then a director should be approached.

If the concern is regarding a learner or their work placement, it should be discussed with our organisation in the first instance and not with the work placement employer.

If the employee who made the report feels victimised or does not believe that their concerns have been taken seriously, they are encouraged to raise the issue with another member of the senior team.

If the matter is not resolved by the organisation, or if you believe that you would be treated unfairly if you complained, or that it would be covered up, you may report the matter to a 'prescribed person or body'. You should use the following website to identify the correct person or agency to whom the report should be made:

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

Employees and contractors need to be aware that disclosure outside the company to anyone other than the appropriate person (as identified in 'Blowing the Whistle: List of prescribed people and bodies') may result in loss of employment rights protection or freelance contract, due to a breach of confidentiality. Any malicious reports that are made by an employee will lead to disciplinary action.

All employees and contractors are reminded that it is not acceptable to victimise a colleague for making a protected disclosure, and disciplinary or other appropriate action will be taken should this occur.

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**Policy Approved by:** Neil Evans

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