# LingoSports™

## **Whistleblowing Policy**

LingoSports is committed to the highest standards of openness, probity and accountability. If a member of staff discovers evidence of malpractice or wrongdoing within the LingoSports they can disclose this information internally without fear of reprisal. Our **Whistleblowing** policy is intended to cover concerns such as:

* Financial malpractice or fraud
* Failure to comply with a legal obligation
* Dangers to health and safety or the environment
* Criminal activity
* Improper conduct or unethical behaviour

Allegations relating to child protection will follow the procedures set out in the **Safeguarding Children policy**.

**Raising a concern**

Ideally the staff member should put his or her allegations in writing, setting out the background to the situation, giving names, dates and places where possible, and the reason why they are concerned about the situation.

In the first instance concerns should be taken to the LingoSports’s manager or proprietor. If, due to the nature of the problem, this is not possible the staff member should raise it with:

* Ofsted (if it concerns the safe and effective running of LingoSports)
* The Local Authority Designated Officer or the Local Safeguarding Partnership (if it concerns a child protection issue and is not already covered by the procedure set out in LingoSports’s **Safeguarding Children policy**)
* Ultimately, with the police (if a crime is thought to have been committed).

If the member of staff is still uncertain about how to proceed with the concern, he or she can contact the whistle-blowing charity Protect for advice.

### **Responding to a concern**

Initial enquiries will usually involve a meeting with the individual raising the concern, and will decide whether an investigation is appropriate and, if so, what form it should take. If a concern relates to issues which fall within the scope of other policies, it will be addressed under those policies.

If the initial meeting does not resolve the concern, further investigation is required. The appropriate person will investigate the concerns thoroughly, ensuring that a written response can be provided within ten working days where feasible, or if this is not possible, giving a date by which the final response can be expected. The response should include details of how the matter was investigated, conclusions drawn from the investigation, and who to contact if the member of staff is unhappy with the response and wishes to take the matter further.

**Rights and responsibilities of the whistle-blower**

All concerns will be treated in confidence and SLS will make every effort not to reveal the identity of anyone raising a concern in good faith. At the appropriate time, however, the member of staff may need to come forward as a witness.

If a member of staff raises a concern in good faith which is then not confirmed by the investigation, no action will be taken against that person.

If the investigation concludes that the member of staff maliciously fabricated the allegations, disciplinary action may be taken against that person.

**Contact information**

Multi-Agency Safeguarding Hub (MASH) team: 0161 770 7777 (safeguarding and social care)

Out of hours emergency contact: 0161 770 6936

LADO (Local Authority Designated Officer): Colette Morris

 Office: 0161 770 8870 Mobile: 07583 101 863

Email: colette.morris@oldham.gov.uk

Wendy Nicholls:

 Office: 0161 770 0008  Mobile: 07974 619094

Email: wendy.nicholls@oldham.gov.uk

Police: 101 (non-emergency) or 999 (emergency)

Anti-terrorist hotline: 0800 789 321

NSPCC: 0808 800 500

Ofsted: 0300 123 1231

Protect (*formerly Public Concern at Work*): 020 3117 2520 (website: <https://protect-advice.org.uk>)

**Related policies**

**Safeguarding Children policy**.

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| This policy was adopted by: Saddleworth Language School | Date: June 2025 |
| To be reviewed: July 2025 | Signed: *S.Doodson* |