

# **Crystal Academy: Aerial Arts and Dance CIC**

## **Whistleblowing Policy**

Crystal Academy: Aerial Arts and Dance CIC is committed to fostering an environment where concerns about wrongdoing, unsafe practices, or unethical behaviour can be raised openly and addressed promptly. This policy provides a clear framework for reporting such concerns safely and without fear of reprisal.

#### Purpose:

To provide staff, volunteers, and stakeholders with a safe and confidential process to report serious concerns relating to safeguarding, misconduct, health and safety breaches, or other illegal or unethical behaviour.

#### Scope:

This policy applies to all staff, volunteers, contractors, and external stakeholders connected with Crystal Academy.

#### What Should Be Reported:

- Unsafe or illegal activity (e.g. safeguarding breaches, criminal conduct)
- Behaviour that endangers children or staff
- Discrimination, harassment, or bullying by a staff member
- Health and safety risks
- Financial malpractice

#### Reporting Procedure:

- Concerns should be reported to Jason Kolmer (Director and DSL) or, if appropriate, to an external safeguarding contact.
- Concerns can be raised verbally or in writing and may be submitted anonymously if preferred.
- Reports will be acknowledged within 5 working days and investigated promptly and confidentially.

#### Protection for Whistleblowers:

- No person will suffer detriment for raising a genuine concern.
- Anonymous concerns will be respected and followed up as thoroughly as possible.
- Retaliation or victimisation against a whistleblower will result in disciplinary action.

#### Investigation Process:

- Investigations will be conducted fairly, promptly, and independently.
- Findings will be documented, and outcomes will be communicated to the whistleblower where possible.
- Where appropriate, external authorities may be contacted (e.g. the Local Authority Designated Officer or the Police).

#### Training and Awareness:

All staff and volunteers will be made aware of this policy during induction and reminded annually. The process will be reviewed regularly to ensure accessibility and clarity.

#### Monitoring and Review:

The effectiveness of this policy will be reviewed annually or in response to any whistleblowing concerns raised.

Lead Responsibility: Jason Kolmer (Director & DSL), supported by Kirsty Kolmer.