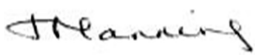






# Whistle Blowing Policy

Policy Ref: TMP23v6

This policy will not discriminate either directly or indirectly against any individual on grounds of sex, race, ethnicity or national origin, gender, sexual orientation, marital status, religion or belief, age, disability, socioeconomic status, offending background or any other personal characteristic.

	Name	Title	Signature	Date
Prepared by	Jackie Manning	Principal		July 2024
	Colin Foster	Assistant Principal		July 2024
Approved by	Martin Heaton	CEO		July 2024

Does this Policy require publishing on the College Website? **Yes**

Does this Policy require approval by Board of Governors? **Yes**


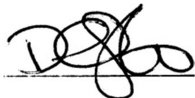
# Whistle Blowing Policy

Policy Ref: TMP23v6

## Record of Changes

Version	Issue Date	Changes	Initials
v1	July 2019	Initial issue	JM/CF
v2	July 2020	General procedural review, references updated, formatting changes	JM/CF
v3	July 2021	Annual review, references checked and updated	JM/CF
v4	July 2022	Annual review, references checked and updated	JM/CF
v5	July 2023	Annual review, references checked and updated	JM/CF
v6	July 2024	Annual review, references checked and updated	JM/CF

## Board of Governors Approval History

Version	Approved by	Signature	Date
v4	Dominic Kohl, Chairman of the Board of Governors		July 2022
v5	Donna Clayton, Chair of the Board of Governors		Oct 2023

**Date of Next Policy Review:** July 2025

## Definition

Throughout this policy document **TMP Studios CIC** is referred to as 'TMP College'.

## Introduction

This Whistleblowing Policy encourages and enables workers to report certain types of wrongdoing which have been seen at work (i.e. to make a "protected disclosure"). As a whistleblower you are protected by law from being treated unfairly or from losing your job if you report certain types of wrongdoings which are judged to be in the public interest.

TMP College welcomes the communication of genuine concerns and is committed to dealing with them responsibly, promptly, openly and professionally.

This policy will not discriminate either directly or indirectly against any individual on grounds of sex, race, ethnicity or national origin, sexual orientation, marital status, religion or belief, age, disability, socioeconomic status, offending background or any other personal characteristic.

## Scope

Any serious concerns that an individual may have about any aspect of service provision or the conduct of members of TMP College's community, or those acting on behalf of TMP College can be reported under this Whistleblowing Policy.

An individual may raise concern at any time about an incident that happened in the past, is happening now, or where it is believed it will happen in the near future.

The wrongdoings which are disclosed must be in the public interest, not personal grievances (such as bullying, harassment, discrimination etc).

## Protection of the Whistle blower

Whistle blowers are protected by law if they report any of the following:

- criminal offences (this may include, for example, types of financial impropriety such as fraud)
- failure to comply with an obligation set out in law
- miscarriages of justice
- endangering of someone's health and safety
- risk or actual damage to the environment
- a serious safeguarding or child protection concern including any involvement in radicalisation or extremist activity
- Covering up wrongdoing in the above categories.

The identity of the individual raising the concern or making the disclosure will be kept confidential so long as this does not hinder any investigation. Concerns or disclosures expressed anonymously are less credible but will nevertheless be considered.

Whistleblowers will not suffer any form of detriment as a result of raising their concerns. Any employee found to be subjecting an actual whistleblower to any form of victimisation, discrimination or bullying and harassment will be dealt with under the TMP College's Disciplinary procedures.

If told not to raise or pursue a concern, individuals should not agree to remain silent. They should report the matter to the most appropriate senior manager within TMP College. An instruction to cover up wrongdoing is itself a disciplinary offence.

If it is evident that an employee who is acting as a whistleblower has made a false allegation, TMP College's Disciplinary procedure will be put in place.

## **Procedure**

To ensure that there is no confusion about the nature of the concern being raised, it is important to refer to this policy in all correspondence. If there is a more suitable college policy to deal with the nature of the concern, the whistleblower will be advised accordingly.

It is recognised that there may be matters that cannot be dealt with internally and whereby external authorities will need to become involved. Where this is necessary, TMP College reserves the right to make this referral themselves without the whistleblower's consent. The Police may be informed in instances where a criminal offence may have occurred.

In order to raise a Whistleblowing concern, a detailed letter should be sent to the Principal of TMP College.

Once an individual has formally raised a concern, a suitable representative of TMP College will commence an investigation and the whistleblower will be contacted to acknowledge the concern and inform them of the action that TMP College intends to take.

If more than one person reports the same concern, it is advisable that they raise their concerns separately and do not discuss the issue in order to prevent any conflict of interest or opportunity to jeopardise an investigation.

All concerns raised under this policy will be treated as confidential and will be investigated in a timely and sensitive manner.

While the purpose of the policy is to enable TMP College to investigate possible malpractice and take appropriate steps to deal with it, it may not be possible to give the person raising the concern details of the action that will be taken where this may infringe a duty of confidentiality that is owed to someone else.

## **Disclosure to External Bodies**

TMP Staff may make a disclosure to an appropriate external body prescribed by law. This list of 'prescribed' organisations and bodies can be found in information on the GOV.UK website:

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

The NSPCC whistleblowing helpline is available for staff who do not feel they are able to raise concerns regarding child protection failures internally. The NSPCC whistleblowing helpline number is 0800 028 0285 - available from 8:00 AM to 8:00 PM, Monday to Friday and via email, see:

<https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicated-helplines/>

## **Policy Review**

The Whistleblowing Policy will be reviewed annually as part of the overall Safeguarding Policy review.

The Principal is responsible for reviewing this policy as necessary to ensure that it meets legal and ethical requirements and reflects best practice. This policy does not form part of any contract of employment and may be amended at any time.