

**Whistleblowing Policy**

**Corryn’s SEN Tutor Services**

**www.corrynsentutor.com |** **c.sinclair@corrynsentutor.com**

**1. Purpose of This Policy**

Corryn’s SEN Tutor Services is committed to maintaining the highest standards of honesty, integrity, and accountability. This policy is designed to encourage and protect anyone who wishes to raise concerns about wrongdoing within the business without fear of retaliation.

**2. Scope**

This policy applies to:

* Me (Corryn Sinclair) as the sole trader
* Any subcontracted tutors or freelance colleagues
* Clients, parents/carers, or any other stakeholders associated with the business

**3. What is Whistleblowing?**

Whistleblowing is the act of reporting concerns about wrongdoing that is in the public interest. This may include (but is not limited to):

* Safeguarding concerns
* Criminal offences (e.g. fraud or abuse)
* Breaches of legal or professional obligations
* Misuse of public funds or resources
* Health and safety risks
* Deliberate concealment of any of the above

Personal grievances (e.g., disputes about fees or dissatisfaction with service) are not covered by this policy and should be handled through a separate complaints process.

**4. Reporting a Concern**

If you have a genuine concern about wrongdoing in connection with Corryn’s SEN Tutor Services, you are encouraged to raise it as soon as possible.

You can report concerns to:

* Corryn Sinclair directly via email at c.sinclair@corrynsentutor.com

Discuss the concern with the individual unless this will increase the level of risk to a child/ren. If it is believed that the level of risk will not increase, then initial fact-finding enquiries can be completed prior to contacting the LADO as this will help you determine if the LADO threshold is met and whether a referral is necessary. Should you decide that the LADO threshold is not met then you will need to record the reasons for this for your own records.

* If you feel unable to raise the concern with me directly (e.g. because it involves me), you may report it to an appropriate external body, such as:
	+ School/Local Authority safeguarding lead contact
	+ NSPCC Whistleblowing Advice Line – 0800 028 0285
	+ Local Authority Designated Officer (LADO) in Worcestershire for safeguarding issues

A LADO referral should be made when there is an allegation or evidence that any person who works with children (via their employment or voluntary activity) has met the below threshold:

* behaved in a way that has harmed a child or may have harmed a child
* possibly committed a criminal offence against or related to a child
* behaved in a way that indicates they may pose a risk to children
* behaved or may have behaved in a way that indicates they may not be suitable to work with children

If you are unsure about referring to the LADO please speak to your Designated Safeguarding Lead at the Local Authority or child’s school (if they have one) or the NSPCC Whistleblowing Advice Line, who can advise on whether the threshold has been met.

If you still require some guidance please submit an online referral to LADO then you can contact the duty LADO on: 01905 846221. They first need the referral to be submitted via the online form in order for any advice from the LADO to be recorded.

Referral form and further information - <https://www.worcestershire.gov.uk/council-services/childrens-social-care/refer-childrens-social-care>

**Email:** LADO@worcestershire.gov.uk

**Contact telephone number** - 01905 846221

**5. Confidentiality**

All concerns will be treated seriously and sensitively. Where possible, your identity will be kept confidential. However, in some circumstances, it may be necessary to disclose your identity (e.g., for safeguarding or legal processes).

**6. Protection from Reprisal**

You will not suffer any disadvantage or retaliation for raising a genuine concern in good faith. If you believe you are being treated unfairly as a result of whistleblowing, please report this immediately.

**7. False Allegations**

Deliberately false or malicious allegations are taken seriously and may result in appropriate action being taken. This policy is not a license to make unfounded accusations.

**8. Record Keeping and Follow-up**

All reported concerns will be logged (anonymously if required) and investigated appropriately. Where possible, feedback will be provided on the outcome, while respecting confidentiality.

**9. Review of Policy**

This policy is reviewed annually or sooner if required by changes in legislation or business practice.

**Policy Owner: Corryn Sinclair**

**Date issued: July 2025**

**Date amended: September 2025**

**Next review due: September 2026**