

Whistleblowing Policy

Staff feel supported in reporting concerns that could be detrimental to the health and well-being of other employees and/or children/young persons in their care.

The policy aligns with the Nottinghamshire County Council Education Whistle Blowing Policy.

Aims:

- I encourage you to feel confident in raising serious concerns at the earliest opportunity and to question and act on concerns about the practice.
- Provide avenues to raise those concerns and receive feedback on any action taken.
- Ensure you receive a response to your concerns and know how to pursue them if you are unsatisfied.
- Reassure you that you will be protected from possible reprisals or victimisation if you have made any disclosure in

Procedure:

All employees have a duty of care to report any concern which could be considered:

- Dangerous to a person's health and safety
- Damaging to the environment
- A criminal offence
- The company is acting unlawfully.
- The covering up of any wrongdoing.

Employees can report their concerns without fear of reprisals, stigma, ridicule, or victimisation.

SWP Training can only resolve situations if they are aware of them. If you have a genuine concern, it must be reported. It does not matter if you only have a gut feeling about a situation and no concrete evidence or if you feel you may be acting unfairly or disloyally to colleagues.

SWP Training will support any employee who Whistleblows to protect them from bullying, intimidation, harassment, or reprisals.

Employees can either Whistle-blow **confidentially** (your name is not revealed without your consent) or **anonymously** (you do not give your name). SWP Training will respect any promise of confidentiality made to the individual and provide further support where needed.

Any employee who Whistleblows is protected under the UK Public Interest Disclosure Act. Any employee who Whistleblows will be provided with confidential support, usually a member of the Management Team, to discuss any concerns. They will also be consulted about measures to protect them and ensure they can continue to carry out their duties. Support will be tailored to each separate case. Support measures will be reviewed with the Confidential Support Individual and amended as necessary.

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SWP Training Employees Should Report If They Witness or Suspect:

- A student is being harmed, abused, or denied service due to discrimination.
- A policy affecting students' needs to be correctly implemented.
- Unsafe working arrangements or improper information use can put you, your colleagues, or a student at risk.
- Colleagues are not adhering to SWP Training policies or procedures.
- Money or assets belonging to SWP Training or a student in their care are used fraudulently, improperly, or unauthorisedly.
- Gifts or advantages have been obtained corruptly.
- There is a conflict between someone's private interests and those of SWP Training.
- Conduct which is an offence or a breach of the law (a criminal offence has been committed or failing to comply with any other legal obligation)
- Disclosures related to miscarriages of justice.
- Racial, sexual, disability or other discrimination
- Health and Safety of the public and other employees
- Damage to the environment
- Unauthorised use of public funds or other assets
- Possible fraud and corruption
- Neglect or abuse of clients, or
- Other unethical conduct

Please be aware this is not an exhaustive list; **if in doubt, report it**. Under the Public Interest Disclosure Act 1998, an employee cannot be dismissed because of whistleblowing, provided that the employee follows the procedure and reasonably believes that the disclosures are in the public interest. The following people are also protected: agency workers, individuals training with an employer but not employed and any self-employed workers, if supervised or working off-site.

Workers who are not employees cannot claim unfair dismissal due to whistleblowing. However, they are still protected and can claim 'detrimental treatment'.

If an employee feels they cannot report their concern to the Head of Provision or neither of these individuals, they may inform the LADO.

However, an employee may only inform the LADO if they have reasonable belief to suspect the manager(s):

- I will cover it up.
- I would mistreat them if they complained.
- He has already been informed and has not acted to resolve the concern.

All SWP Training employees should be aware that they may refrain from speaking directly to the national or local press, press agencies, and radio or television stations about their work. They should not give interviews if approached by such bodies. This will be viewed as a breach of Company Confidentiality and the confidentiality afforded to students in SWP Training's care. Any such breaches will be considered gross misconduct under the disciplinary procedures, and disciplinary action will be considered.

Failure to adhere to this policy may result in disciplinary action.