



Empowering Futures

Whistleblowing Policy

Version: 1.0

Date of Issue: 22 May 2025

Next Review Date: 22 May 2026

Approved by: Rhean White, Centre Manager

1. Purpose

This policy outlines Empowering Futures' commitment to ensuring a safe and transparent environment where concerns can be raised without fear of retaliation. Whistleblowing allows individuals to report suspected wrongdoing or risks that may affect learners, staff, the public, or the organisation. This policy ensures that such disclosures are handled responsibly, fairly, and confidentially.

2. Scope

This policy applies to all employees, contractors, volunteers, learners, and stakeholders of Empowering Futures. It covers the reporting of concerns regarding malpractice, unethical behaviour, illegal activities, and other serious misconduct.

3. Definition of Whistleblowing

Whistleblowing is the act of reporting suspected wrongdoing or dangers at work. This may include:

- Criminal activity or lawbreaking
- Safeguarding concerns or abuse
- Fraud or financial mismanagement
- Health and safety breaches
- Discrimination, bullying, or harassment
- Environmental damage
- Breach of legal or professional obligations
- Attempts to cover up any of the above

4. Our Commitment

Empowering Futures is committed to:

- Fostering a culture of openness and accountability.
- Ensuring that whistleblowers are not victimised or retaliated against.
- Investigating concerns raised in good faith quickly and thoroughly.
- Providing support and guidance to whistleblowers.
- Taking appropriate action based on investigation findings.

5. How to Raise a Concern

Concerns should be raised as soon as possible using one of the following routes:

- Verbally or in writing to the Centre Manager.
- Via email to a designated safeguarding lead or senior manager.
- Anonymously through the whistleblowing form available on our internal system.

The concern should include relevant details: what happened, where, when, who was involved, and any supporting evidence if available.

6. Investigation Process

- All concerns will be acknowledged within 3 working days.
- An initial assessment will be made to determine the nature and seriousness of the concern.
- If necessary, a formal investigation will be initiated by an impartial senior manager.
- Whistleblowers may be contacted for further information, and confidentiality will be respected wherever possible.
- A report of the investigation outcome will be produced, with actions taken to address any wrongdoing.
- In cases of criminal activity, relevant authorities will be notified.

7. Protection for Whistleblowers

Whistleblowers will not be penalised or disadvantaged for raising concerns in good faith.

Empowering Futures will take steps to:

- Protect the identity of the whistleblower where possible.

- Prevent harassment, victimisation, or any detrimental treatment.
- Provide access to support and counselling services where appropriate.
- Take disciplinary action against any individual who retaliates against a whistleblower.

8. False Allegations

While all disclosures made in good faith will be treated seriously, false or malicious allegations made deliberately will be subject to disciplinary action.

9. Monitoring and Review

The Centre Manager will maintain a confidential log of whistleblowing cases, outcomes, and follow-up actions. This policy will be reviewed annually and updated in line with changes to legislation or organisational practices. Trends and patterns will be reported to senior management to inform risk management.

Signed: R. White

Name: Rhean White

Role: Centre Manager

Date: 22 May 2025