

# WHISTLE BLOWING POLICY

## 1. Introduction

Further Training is committed to the highest possible standards of openness, probity and accountability. In line with that commitment, we encourage employees and others with serious concerns about any aspect of our work to come forward and voice those concerns. It is recognised that certain cases will have to proceed on a confidential basis. This policy document makes it clear that employees can do something without fear of reprisals. This Whistle Blowing Policy is intended to encourage and enable employees to raise serious concerns **within** the company rather than overlooking a problem or blowing the whistle outside.

## 2. Aims and scope of this policy

This policy aims to:

- Provide avenues for you to raise concerns and receive feedback on any action taken;
- Allow you to take the matter further if you are dissatisfied with the companies response;
- Reassure you that you will be protected from reprisals or victimisation for whistleblowing in good faith. Consideration will be given to redeployment if you request it.

There are existing procedures in place to enable you to lodge a grievance relating to your own employment. This whistleblowing policy is intended to cover concerns that fall outside the scope of other procedures.

That concern may be about something that:

- Is unlawful;
- Is against the companies policies;
- Falls below established standards or practise;
- Amounts to improper conduct.

## 3. Safeguards

### Harassment or Victimisation

The company recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from those responsible for the malpractice. The company will not tolerate harassment or victimisation and will take action to protect you when you raise a concern in good faith.

This does not mean that if you are already the subject of disciplinary or redundancy procedures, that those procedures will be halted as a result of your whistleblowing.

### Confidentiality

The company will do its best to protect your identity when you raise a concern and do not want your name to be disclosed. It must be appreciated that the investigation progress may reveal the source of the information and a statement by you may be required as part of the evidence.

### **Anonymous Allegations**

This policy encourages you to put your name to your allegation. Concerns expressed anonymously are much less powerful, but they will be considered at the discretion of the company.

In exercising the discretion, the factors to be taken into account would include:

- Seriousness of the issues raised;
- Credibility of the concern;
- Likelihood of confirming the allegation from attributable sources.

### **Untrue Allegations**

If you make an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against you. If, however, you make allegations that are malicious or simply to cause anger, irritation or distress, disciplinary action may be taken against you.

## **4. How to raise concern**

As a first step, you should normally raise your concerns with your immediate manager. This depends, however, on the seriousness and sensitivity of the issues involved and who is thought to be involved in the malpractice.

Concerns are better raised in writing. You are invited to set out the background and history of the concern, giving names, dates and places where possible, and the reason why you are particularly concerned about the situation. If you do not feel able to put your concern in writing, you can telephone or meet the appropriate manager.

The earlier you express your concern, the easier it is to take action.

Although you are not expected to prove the truth of an allegation, you will need to demonstrate to the person contacted that there are sufficient grounds for your concern.

Advice and guidance on how matters of concern may be pursued can be obtained from the CEO.

## **5. How the company will respond**

The action taken by the company will depend on the nature of the concern. The matters raised may be:

- Investigated internally
- Referred to the police
- The subject of an independent inquiry

In order to protect individuals and the company, initial enquires will be made to decide whether an investigation is appropriate and, if so, what form it should take. Concerns or allegations which fall within the scope of specific procedures will normally be referred for consideration under those procedures.

Some concerns may be resolved by agreed action without the need for investigation.

Within ten working days of a concern being received, the company will write to you:

- Acknowledging that the concern has been received;
- Indicating how it proposes to deal with the matter;

- Giving an estimate of how long it will take to provide a final response;
- Telling you whether any initial enquiries have been made; and
- Informing you whether further investigations will take place, and if not, why not.

The amount of contact between the person considering the issues and you, will depend on the nature of the matters raised. The potential difficulties involved and the clarity of the information provided. If necessary, further information will be sought from you.

When any meeting is arranged, you have the right, if you so wish, to be accompanied by a fellow employee who is not involved in the area of work to which the concern relates.

The company accepts that you need to be assured that the matter has been properly addressed. Thus, subject to legal constraints, you will receive information about the outcomes of any investigations.

## **6. How the matter can be taken further**

This policy is intended to provide you with an avenue to raise concerns. The company hopes you will be satisfied. If you are not, you are always entitled to take the matter up with the CEO. In addition, if you feel it is right to take the matter outside the company, the following are possible contact points:

- Relevant professional bodies or regulatory organisations
- Your solicitor
- The police

If you do take the matter outside the company you need to ensure that you do not disclose confidential information or that disclosure would be privileged.

## **7. The responsible officer**

The Centre Co-ordinator has overall responsibility for the maintenance and operation of this policy.

**Signed: J Sutton      Date: 31/07/23**

**Position: Centre Co-ordinator**