



Educ8

Education Delivered with Utmost Care

Educ8 (Luton) Ltd

(Hereinafter referred to as "Educ8")

A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.

WHISTLEBLOWING POLICY

Rationale

The welfare and well-being of tutors and students is of paramount importance to Educ8 and as such we take the responsibility of care seriously and fully endorse the principles and practice of Sir Robert Francis' the Freedom to Speak Up Review (February 2015). We are committed to high standards, transparency, and candour in all aspects of the organisation and will treat whistleblowing as a serious matter. In line with the organisation's commitment to openness, probity and accountability, tutors are encouraged to report concerns, which will be taken seriously, investigated, and appropriate action taken in response. Our policy is designed to ensure that all tutors can raise their concerns about wrongdoing or malpractice within the organisation without fear of victimisation, subsequent discrimination, disadvantage, or dismissal.

Definition

Whistleblowing has been defined as 'the disclosure by an employee or professional of confidential information which relates to some danger, fraud or other illegal or unethical conduct connected with the workplace, be it of the employee or his/her fellow employees'.

(Public Concern at Work Guidelines 1997)

Aims

- To encourage tutors to feel confident about raising concerns about conduct or practice which is potentially illegal, corrupt, improper, unsafe, or unethical or which amounts to malpractice or is inconsistent with the organisation's standards and policies.
- To provide avenues for tutors to raise those concerns and receive feedback on any action taken.
- To support and reassure tutors that they will be protected from possible reprisals or victimisation if they have made any disclosure in good faith.

Our policy covers whistleblowing relating to alleged:

- Unlawful conduct.
- Miscarriages of justice in the conduct of statutory or other processes.
- Failure to comply with a statutory or legal obligation.
- Potential maladministration, misconduct, or malpractice.
- Health and safety issues including risks to the public as well as risks to tutors and students.
- Action that has caused or is likely to cause danger to the environment.
- Abuse of authority.
- Unauthorised use of public or other funds.
- Fraud or corruption.
- Breaches of financial regulations or policies.
- Mistreatment of any person.
- Action that has caused or is likely to cause physical danger to any person or risk serious damage to property.
- Sexual, physical, or emotional abuse of tutors or students.



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- Unfair discrimination or favouritism.
- Low Level Concerns
- Anything that breaches the 9 protected characteristics as contained in the Equality Act.
- Any attempt to prevent disclosure of any of the issues listed.

Practice

We will safeguard tutors against reprisal, harassment, and victimisation, we will not tolerate harassment or victimisation of tutors when matters are raised. Any tutor who victimises or harasses another tutor as a result of having raised a concern in accordance with the whistleblowing policy will be dealt with under our Tutor Code of Conduct Policy.

We recognise that tutors may want to raise concerns in confidence. We will do our utmost to protect the identity of tutors who raise a concern and do not want their name disclosed. However, investigation into the concern could reveal the source of the information; and statements may be required from the tutor as part of the evidence, which would be seen by all parties involved. If the investigation leads to prosecution, the whistleblower is likely to be called in to give evidence in court.

Tutors should put their name to allegations whenever possible, anonymous concerns are much less powerful. Nonetheless, anonymous allegations must be considered, especially concerns raised relating to the welfare of children. In relation to determining whether an anonymous allegation will be taken forward, we will take the following factors into account:

- The seriousness of the issue raised.
- The credibility of the concern.
- The likelihood of confirming the allegation from attributable sources, and obtaining information provided.

If a tutor makes an allegation in good faith but it is not confirmed by further inquiry, the matter will be closed, and no further action taken. If, however, the inquiry shows that untrue allegations were malicious and/or vexatious or made for personal gain then we will consider taking disciplinary action against the tutor.

Procedure for Making a Whistleblowing Allegation

Concerns should be expressed in writing to the Company Director, Nigel Jones. If the concern involves the Company Director, then ALPS should be the first point of contact. It is expected that the person receiving the allegation will become the investigating officer. However, it is at the discretion of this person to delegate the investigation to another person if they feel that this is appropriate.

If you feel you cannot express your concerns within the organisation, it is open to you to raise your concern with someone outside of the organisation. However, it would usually be expected that the Local Education Authority would be the person to whom you express your concerns.

Where the concern relates to a child protection matter the procedures from the Safeguarding Policy should be followed without delay.

Response to Whistleblowing



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The matter raised may:

- need inquiry internally in the school.
- need to be passed to the police if it relates to alleged criminal activity.
- need to be passed to the person in the Local Education Authority who deals with complaints about financial management or financial propriety in schools.
- need to be referred to the Local Education Authority officer designated to lead on child protection if there is a concern relating to child protection, or if that person is not available the local authority's designated social services manager for child protection.

At this stage concerns or allegations are neither accepted nor rejected. The timescale for a response is that a written response should be received within 5 working days (except in the case of anonymous allegations). The response will:

- acknowledge that the concern has been received.
- indicate how it is proposed to deal with the matter.
- give an estimate of how long it will take to provide a final response.
- advise whether any enquiries have been made.
- advise whether further enquiries will take place.
- inform you of support available whilst matters are looked into, and.
- maintain confidentiality wherever possible, but also explaining that it may not be possible that you can remain anonymous.

The Inquiry Process

The investigation officer will:

- look into the allegation, seeking evidence and interviewing witnesses as necessary.
- maintain confidentiality wherever possible but will be mindful that there is no guarantee that the whistle blower can remain anonymous.
- if appropriate, bring the matter to the attention of the Local Education Authority officer dealing with complaints about financial management of schools.
- if appropriate, for concerns of criminal behaviour refer the matter to the police.
- if appropriate, for concerns of child protection, refer the matter to the Local Education Authority officer designated to lead on child protection/local authority social services designated manager for child protection. The whistleblowing process will be halted until the statutory authorities have completed their investigations and confirmed that it is appropriate to continue with the whistleblowing process.

If the investigating officer needs to talk to you, you are permitted to be accompanied by a trade union or professional association representative or a fellow member of staff not involved in the area of work to which the concern relates. The target is to complete the inquiry within 15 working days from the date of the initial written response, although the enquiry may extend beyond this timescale.

The Inquiry Report

Following completion of the inquiry process the investigating officer will make a written report and if necessary, action will be taken. This may result in a trigger for the grievance and/or disciplinary



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procedure to be implemented against the person reported. The whistle blower will also be notified of the outcome. The report will not contain the whistle blower's name unless you have expressly stated that you wish to be named.

N K Jones
Review Date

September 2023
September 2024