



## Policy Review Record

This policy relates to all premises under the governance of the Learning Hub social enterprise. This includes; The Learning Hub and The Venue

Policy Name: Whistleblowing Policy

Date policy written/amended	Amended/written by	Authorised by	Next review due
16.11.16	Sarah Cox		
30/08/18	Sarah Cox	Sarah Cox	August 2019
June 2019	Sarah Cox	Sarah Cox	June 2020
June 2020	Sarah Cox	Board of Directors 6 <sup>th</sup> July 2020	July 2021
June 2020	Sarah Cox	Board of Directors 14 <sup>th</sup> June 2022	June 2023
June 2022	Sarah Cox	Board of Directors 14 <sup>th</sup> June 2022	June 2024
July 2024	Sarah Cox	Board of Directors 3 <sup>rd</sup> July 2024	July 2025

## **Staff feel supported to report concerns which could be detrimental to the health and well-being of other employees and/or children/young persons within their care.**

This Policy aims to:

- encourage you to feel confident in raising serious concerns at the earliest opportunity and to question and act upon concerns about practice
- provide avenues for you to raise those concerns and receive feedback on any action taken
- ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied
- reassure you that you will be protected from possible reprisals or victimisation if you have made any disclosure in

### **Procedure:**

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

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

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

Melton Learning Hub management 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 you feel you may be acting unfairly or disloyally to colleagues.

The Melton Learning Hub management team will support any employee who whistleblows to protect them from bullying, intimidation, harassment or reprisals.

Employees can either Whistleblow **confidentially** (this is where your name is not revealed without your consent), or **anonymously** (this is where you do not give your name). The Melton Learning Hub 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, this will usually be a member of the Management Team to discuss any concerns. They will also be consulted with what measures are to be implemented 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.

The Melton Learning Hub employees should report if they witness or suspect:

- A child/young person is being harmed, abused or denied a service due to some form of discrimination.
- A policy affecting children/young people is wrongly implemented.
- You, your colleagues or a child/young person are put at risk by unsafe working arrangements or improper use of information.
- Colleagues are not adhering to Creative Family Solutions' policies or procedures.
- Fraudulent, improper or unauthorised use is being made of money or assets belonging to the Melton Learning Hub or a child/young person within their care.
- Gifts or advantages have been obtained corruptly.
- There is conflict between someone's private interests and those of the Melton learning Hub.
- 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/or 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 providing they follow the procedure and have a reasonable belief that their disclosures are made 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 aren't employees cannot claim unfair dismissal due to whistleblowing, however, they are still protected and can claim 'detrimental treatment'.

Should an employee feel they cannot report their concern to their line manager, they are to report to the Board of Directors. Should they feel they can report it to neither of these individuals they may inform the Office of the Children's Commissioner:

#### **The Office of the Children's Commissioner**

33GreycoatStreet London SW1P 2QF **Tel:** 02077838330 **Fax:** 02079317544 **Email:**  
[info.request@childrenscommissioner.gsi.gov.uk](mailto:info.request@childrenscommissioner.gsi.gov.uk) [www.childrenscommissioner.gov.uk/](http://www.childrenscommissioner.gov.uk/)

However, an employee may only inform the Office of the Children's Commissioner if they have reasonable belief to suspect the manager(s):

- Will cover it up.
- Would treat them unfairly if they complained
- Has already been informed and has not acted to resolve the concern.

All Melton Learning Hub employees should be aware that under no circumstances may they speak directly to the national or local press, press agencies, radio or television stations in connection with their work, nor should they give interviews if approached by such bodies. This will be viewed as a breach of the Charities Confidentiality and a breach of the confidentiality afforded to children/young people in The Melton Learning Hubs care. Any such breaches will be viewed as gross misconduct under the disciplinary procedures and disciplinary action will be considered.

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