

WHISTLEBLOWING POLICY

Policy statement:

This Whistle-blowing Policy has been introduced in response to the Public Interest Disclosure Act 1998 and provides a procedure which enables employees to raise concerns about what is happening at work, particularly where those concerns relate to unlawful conduct, financial malpractice, or dangers to the public or the environment. The object of this policy is to ensure that concerns are raised and dealt with at an early stage and in an appropriate manner.

Purpose:

Projecting Success is committed to its Whistle-Blowing Policy. If you raise a genuine concern under this policy, you would not be at risk of losing your job, nor would you suffer any form of detriment as a result. If you are acting in good faith and in accordance with this Policy, it does not matter if you are mistaken.

Our responsibility:

- All concerns raised will be treated fairly and properly, any individual making a disclosure will retain his/her anonymity unless he or she agrees otherwise.
- Projecting Success will ensure that no one will be at risk or suffering any form of retribution from raising a concern even if he/she is mistaken.

If you believe that the company is involved in any form of wrongdoing such as:

- Committing a criminal offence.
- Failing to comply with a legal obligation.
- Endangering the health and safety of an individual.
- Projecting Success staff that offer radical or extremists views and where these are promoted to encourage people to become members/followers. Projecting Success employees should in the first instance report your concerns to the Prevent Duty SPOC. If you are not satisfied with the explanation or reason given to you, you should raise the matter with the appropriate organisation or body see list of referral agencies below.
- Using information such as confidential learner details for their own means and gains, sharing this information with others and not complying with Projecting Success' policies and procedures relating to Information Security.
- Projecting Success encourage staff to use the procedure if you are concerned about any wrongdoing at work. However, if the procedure has not been invoked in good faith (e.g. for malicious reasons or in pursuit of a personal grudge), then it will make you liable to immediate

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termination of engagement or such lesser disciplinary sanction as may be appropriate in the circumstances.

NB. this Policy will be reviewed and monitored every 12 months

How the Whistle-Blowing Policy Differs from the Grievance Procedure (Employees)

This policy does not apply to raising grievances about an employee's personal situation. These types of concerns are covered by Projecting Success' Grievance Procedures. The Whistle-Blowing Policy is primarily concerned with where the interests of others or Projecting Success itself are at risk. It may be difficult to decide whether a particular concern should be raised under the Whistle-Blowing Policy or under the Grievance Procedure, or under both. If you have any doubt as to the correct route to follow, please consult your manager.

Protecting the Employee

Projecting Success will not tolerate harassment or victimisation of anyone raising a genuine concern under the Whistle-Blowing Policy. If you request your identity, be protected, all possible steps will be taken to prevent your identity becoming known. If the situation arises where it is not possible to resolve the concern without revealing your identity (e.g. if your evidence is required in court), the best way to proceed with the matter will be discussed with you.

Staff should be aware that, by reporting matters anonymously, it would be more difficult for Projecting Success to investigate them, to protect the employee and provide employee feedback. Accordingly, while Projecting Success will consider anonymous reports, this Policy does not cover matters raised anonymously.

How to Raise a Concern

If you have a concern about malpractice, this should be raised initially with your manager. This may be done orally or in writing. You should specify at the outset if you wish the matter to be treated in confidence.

If these channels have been followed and you still have concerns, or if you feel the matter is so serious that you cannot discuss it with the above, you should discuss it with the CEO.

If you feel that matters relating to fraud or impropriety have been drawn to the attention of the CEO and s/he has unreasonably refused to act upon them, then such matters can be drawn to the attention of Projecting Success Head of Human Resources, Learning and Development.

Matters Raised Maliciously

Employees who maliciously raise a matter that they know to be untrue will be subject to the Disciplinary Policy and Procedure.

REFERRAL PROCESS

Please see our Safeguarding Referral Process Located in Staff SharePoint

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Associated Policies

Equality and Diversity Policy
Health and safety Policy
Safeguarding Policy
ICT Policy
Staff Handbook

Contact Details

Designated Safeguarding Officer

Prevent Officer

Darren Blackburn
DarrenB@projectingsuccess.co.uk
07764 482012

Deputy Safeguarding Officer
Vicky Emerson
VickyE@projectingsuccess.co.uk
07904 762103

List of relevant agencies

- FE Prevent coordinator – hifsa Harron - igbal 07785 654 148
- The Police non-emergency number: 101
- Crimestoppers: 0800 555 111
- Anti-Terrorism Hotline: 0800 789 321
- www.nspcc.org.uk/inform/ - 0808 800 5000
- Samaritans – 08457 90 90 90
- Shelterline – 0808 800 4444
- Victim Support-0845 3030 900
- National Debt Line-0800 808 4000
- Health – NHS Direct - nhsdirect.nhs.uk – 0845 4647
- Drug & Alcohol Advice (Talk to Frank) – 0800 77 6600 Text: 82111
- Abuse - thisisabuse.direct.gov.uk -
- Childline – 0800 1111
- Rape & Sexual Abuse Support Centre – 0808 802 999
- Refuge (women) – 0808 2000
- The Men’s Advice Line - 0808 801 0327
- Broken Rainbow (gay, lesbian, bi-sexual and transgender (GLBT) – 0300 9999 5428
- The Princes Trust – 0800 842844
- CEOP - 0870000 3344
- Internet Safety www.gov.uk/report-terrorism

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To whom it may concern:

I can confirm as a member of the Senior Leadership Team that I fully agree with the content of this policy as part of the annual review.

Name: Vicky Emerson Position: Head of Human Resources, Learning and development.



Signature:

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