

# Whistleblowing Policy



<b>Approved by:</b>	Amanda Minshull-Beech	<b>Date:</b>	October 2024
<b>Signed:</b>		<b>Position:</b>	Chair of Trustee Board
<b>Last review:</b>	September 2024	<b>Next review by:</b>	September 2025

## Monitoring arrangements

This policy will be reviewed at least annually in line with other relevant guidance. The Trustees are responsible for ensuring the implementation of this policy and that regular reviews take place.

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Inclusion Education is the working name of Inclusion Hampshire CIO registered number 1162711			

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## **1. Aims, Scope and Principles**

We are committed to conducting our business with honesty and integrity and we expect all staff to maintain high standards. Any suspected wrongdoing should be reported as soon as possible.

This policy applies to all staff at Inclusion Education (Inclusion Hampshire CIO) and its provisions; Inclusion School, Inclusion College and EB8, collectively referred to as “Inclusion Education.”

This policy covers all Employees, consultants, contractors, volunteers, interns, casual workers and agency workers.

This policy does not form part of any Employee's contract of employment, and we may amend it at any time.

## **2. What is Whistleblowing**

Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to our activities. This includes bribery, facilitation of tax evasion, fraud or other criminal activity, miscarriages of justice, health and safety risks, damage to the environment and any breach of legal or professional obligations. It also includes the following matters specific to this workplace: safeguarding concerns regarding students and learners.

## **3. How to raise a concern**

We hope that in many cases you will be able to raise any concerns with your Line Manager. However, where you prefer not to raise it with your manager for any reason, you should contact the CEO or a Trustee. Contact details are at the end of this policy.

We will arrange a meeting with you as soon as possible to discuss your concern. You may bring a colleague or union representative to any meetings under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.

## **4. Confidentiality**

We hope that staff will feel able to voice whistleblowing concerns openly under this policy. Completely anonymous disclosures are difficult to investigate. If you want to raise your concern confidentially, we will make every effort to keep your identity secret and only reveal it where necessary to those involved in investigating your concern.

## **5. External Disclosures**

The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases you should not find it necessary to alert anyone externally.

The law recognises that in some circumstances it may be appropriate for you to report your concerns to an external body such as a regulator. We strongly encourage you to seek advice before reporting a concern to anyone external. Protect operates a confidential helpline. Their contact details are at the end of this policy.

## 6. Protection and Support for Whistleblowers

We aim to encourage openness and will support whistleblowers who raise genuine concerns under this policy, even if they turn out to be mistaken.

Whistleblowers must not suffer any detrimental treatment as a result of raising a genuine concern. If you believe that you have suffered any such treatment, you should inform your Line Manager, the CEO or a Trustee immediately. If the matter is not remedied, you should raise it formally using our grievance procedure.

You must not threaten or retaliate against whistleblowers in any way. If you are involved in such conduct, you may be subject to disciplinary action.

However, if we conclude that a whistleblower has made false allegations maliciously, the whistleblower may be subject to disciplinary action.

Protect operates a confidential helpline. Their contact details are at the end of this policy.

## 7. Contacts

<b>CEO</b>	Cheryl Edwards 01256 760800 <a href="mailto:cheryl.edwards@inclusioneducation.org.uk">cheryl.edwards@inclusioneducation.org.uk</a>
<b>Chair of Trustees</b>	Amanda Minshull-Beech Via The Clerk 01256 760800 <a href="mailto:Sally.foster@inclusioneducation.org.uk">Sally.foster@inclusioneducation.org.uk</a>
<b>Protect</b> (Independent whistleblowing charity)	Helpline: 0203 117 2520 Website: <a href="https://www.protect-advice.org.uk">Protect - Speak up stop harm - Whistleblowing Homepage (protect-advice.org.uk)</a>

## 8. Reference to other Policies

This policy refers to the following policies:

- Disciplinary Policy.
- Grievance Policy.