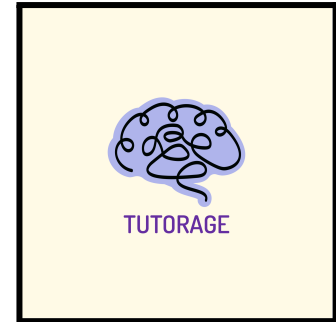


# Whistleblowing Policy

Document last updated: *February 2025*



## Definitions

The correct procedures for Whistleblowing are laid out in the Public Interest Disclosure Act 1998 and apply across England, Scotland and Wales, which protect any of our employees. Tutorage is involved in the provision of education for young people, we also ensure we follow the HM Government's guidelines laid out in the documentation Keeping Children Safe in Education 2018.

If a worker discloses information about wrongdoing, the law protects that employee from being treated unfairly and/or losing their job.

Tutorage takes the rights of all its workers - employees, self-employed tutors and volunteers - extremely seriously. Any disclosure from a worker disclosing something about Tutorage qualifies for the aforementioned protection from the law.

A disclosure must be about something that affects the general public, such as, but not limited to:

- A criminal offense has occurred
- A criminal offense may occur imminently
- The breach of a legal obligation
- There has been a miscarriage of justice
- The health or safety of any individual, not just the worker, has been endangered
- Environmental damage has occurred
- Information about any of the above disclosures that is being or has been concealed

Whistleblowing should be seen as distinct to a complaint.

A complaint is when an employee, self-employed tutor or volunteer (or someone close to either of these parties) has been treated unfairly and that individual is seeking redress or justice for themselves or the person close to them. Complaints of this nature should be dealt with in accordance with our Complaints Policy, which is sent to every employee, self-employed tutor or volunteer alongside this policy.

## Aim of the policy

The aim of the policy is to:

- Enable employees, self-employed tutors and volunteers to understand that they can raise any concerns or allegations in the strictest confidence and for a sensitive enquiry to take place
- The steps we take to facilitate efficient and fair Whistleblowing at Tutorage

Tutorage takes its responsibility for ensuring that all employees, self-employed tutors and volunteers are aware of whistleblowing policy and procedures and what to do if they have something to report.

All employees, self-employed tutors and volunteers should know that they can raise any concerns to Senior Management, the Board or other individuals in the organisations no matter what the concerns are.

## How do we facilitate efficient and fair Whistleblowing?

Whistleblowing can be done by a named employee, self-employed tutor and volunteer, or can be made anonymously.

We take false or misleading allegations seriously and will, where possible without our legal standing, enforce disciplinary proceedings against the offending person.

We deal with Whistleblowing in the following format:

1) Employees, self-employed tutors and volunteers can share their concerns in writing or in person with any member of senior management or the board. If the concern involves a member of either the senior management or the board then the concern should be raised with an individual at this level of seniority to which the concern does not relate. Employees, self-employed tutors and volunteers should consider including as much detail as possible, including any written materials which support the allegations being made.

2) Every single concern raised will be logged and raised to stage 3 (below) in the strictest confidence.

3) Employees, self-employed tutors and volunteers will be invited to an interview to discuss the allegation in more detail. The interview will aim to discuss the allegation in as much detail as possible, including who the allegation relates to, who is at risk, when the event(s) occurred.

4) The members of senior management or the board will then decide on the next course of action. The course of action will depend on the severity of the

allegation and may involve reporting the allegation to external authorities. The course of action will likely follow one of the following:

- a. An investigation by managers, internal audit, or through the disciplinary process
- b. An investigation under other procedures such as child/adult protection
- c. An investigation under procedures designed to deal with allegations made against professionals
- d. A referral to the police
- e. A referral to the external auditor or other external investigation
- f. An investigation under other forms of prosecution and inspection such as the protection of public health and safety
- g. A referral to an independent investigator

**Any allegations involving the safety or wellbeing of young people will be acted upon immediately.** Allegations not involving young people will be acted on within 2 working days.

Genuine concerns that require following whistleblowing procedures will be discussed by senior management and/or the board. If the concern involves a member of either the senior management or the board then this individual or individuals will not be part of these discussions.

5) The outcomes of any allegations raised by the whistleblower will be reported back to them, in writing, to their home address, within 14 days of the outcome the allegation(s) made.

Any concerns raised that fall outside the scope of this policy but fall under the procedures laid out in our other policies will be dealt with the appropriate way laid out in the relevant policy documentation.

#### Who else can you turn to?

At Tutorage, we will do everything within our power to make sure disclosures are dealt with both fairly and promptly. However, should you feel that additional support be required, the following may be of use to you:

- The NSPCC. They have been a prescribed whistleblowing body for child welfare and protection since 2014 ([Department for Business, Innovation and Skills, 2016](#)). As Tutorage is involved in the provision of education for children and young people, this means any worker who has child protection or welfare concerns can make a disclosure directly to the NSPCC and they can seek to

protect the worker against unfair treatment at work. The NSPCC Whistleblowing Advice Line is on 0800 028 0285 [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

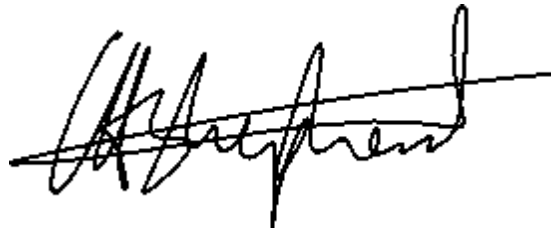
- The Whistleblowing Helpline on 08000 724725 or email to [enquiries@wbhelpline.org.uk](mailto:enquiries@wbhelpline.org.uk)
- Public Concern at Work on 020 7404 6609, <http://www.pcaw.org.uk/individual-advice/information-and-advice-services>
- Police
- The Health & Safety Executive
- LADO

This Whistleblowing Policy document is reviewed every six months, and, where appropriate, is updated to reflect any statutory changes/improvements to Whistleblowing policy.

This policy was last reviewed on: 04/02/2025

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Signed by **Claire Shepherd**  
Managing Director

A handwritten signature in black ink, appearing to read 'Claire Shepherd', written over a horizontal line.