



Whistle Blowing Policy

Orchard Education Ltd
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Whistle Blowing Policy

This policy is designed to give employees who raise concerns in good faith about other staff opportunity and protection.

DEFINITION

Whistle blowing is the informing of the management by any employee, with the good of the facility in mind, of any malpractice or of any mistakes or causes of concern relating to colleagues.

GUIDELINES

All organisations face the risk of things going wrong or of unknowingly harbouring malpractice.

The Company has a duty to identify such situations and to take appropriate measures to remedy any faults by encouraging a system of **openness** within the organisation it can help to **prevent malpractice**.

A fear of being mistaken should not deter a member of staff from raising their concerns.

POLICY

Employees of The Orchard:

- Are encouraged to raise genuine concern about any malpractice, suspected crime, breach of legal obligations, miscarriage of justice, danger to health and safety or the environment, financial malpractice, fraud, corruption and breach or company regulations, policies, or of any cover up of these, that they may come across, which affects the community and smooth operation of the facility;
- Will have statutory protection in line with Public Interest Disclosure Act 1998 provided that all concerns are raised in the right way and they are acting in good faith;
- Who have a reasonably held suspicion, who raise concerns in the right way and are acting in good faith will be protected from reprisal or victimisation and will not be risking their job security;
- Who withhold information or evidence on any of the above occurrences or area, may be subject to disciplinary action.

REGULATIONS / PROCEDURES

If concerned about any form of malpractice employees should;

1. Normally first raise the issue with their Supervisor or Line Manager.
2. In situations where employees feel that they cannot tell their Supervisor or Line Manager, for whatever reason, they should raise the matter with the Operations Support Manager, Managing Director, or Registered Persons. Failing that, they should report to the Advisory Body.
3. **If these channels have been followed and employees still have concerns that the matter is so serious that they cannot discuss it with anyone in the schools, then they should contact:**

- North East Lincolnshire Safeguarding Children 01472 313131

Or in case of immediate emergency situations:

- Grimsby Police Station 08445 60 60 222 or 101

This policy will be reviewed annually by a Director.

	Initial	Review 1	Review 2	Review 3
Signed		Dave Melia	D.Melia	
Position		Director	Director	
Date		20.08.17	31/08/18	