



Tuition
extra

Whistleblowing Policy

Date of Approval: 05/6/23

Signed: Ruth Minhall
Position: CEO

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STATEMENT OF POLICY

It is important for employees to have an appropriate means to raise concerns if they believe that something is seriously wrong within Tuition Extra, or schools that they work within.

This document outlines the process that will be followed in the event of a whistleblowing complaint being raised.

Use of the Whistleblowing Procedure

You may become aware of, or directly witness, situations or conduct that makes you feel uncomfortable, or you regard as inappropriate. The Whistleblowing Procedure provides a means for you to raise concerns about matters not related to your own employment or your work but which you feel need to be examined. Examples of the type of matters could be related to safeguarding, tutors' practice or things which may be of detriment to Tuition Extra or partner schools.

How to Raise a Concern

General concerns can be raised verbally or in writing.

A concern raised in writing should:

- set out the background and history of the concern, giving names, dates and places where possible
- give the reason why you are particularly concerned about the situation.

The earlier a concern is raised the easier it is to take action. Although you are not expected to prove beyond doubt the truth of an allegation, you need to demonstrate to the person contacted that there are sufficient grounds for your concern. A trade union or professional association may raise a matter on your behalf.

If you intend to make a whistleblowing complaint you are encouraged to include your name. If you specifically request for your name not be released during the examination of your complaint, all efforts will be made for this information to remain confidential. However, if you are required to participate in the process as a witness, it may not be possible for your name to be withheld.

In the event of anonymous allegations being received, we will determine whether it is possible and appropriate for the allegations to be examined. This will be determined on a case-by-case basis with reference to the seriousness

of the issues raised, the credibility of the concern and the likelihood of being able to confirm the allegation from attributable sources.

Step One – Raising a Concern

If you have a concern, please raise this directly with Angela Hughes (angela@tuition-extra.co.uk)

Recording Concerns

We maintain a record of whistleblowing concerns. The record will include the areas of business that have been affected, a summary of action taken and the resulting outcome, follow up and feedback.

Step Two - How Tuition Extra will respond

The action TUTION EXTRA takes will depend on the nature of the concern. The matters raised may:

- be investigated internally
- be referred to the Police
- be reported to the DSL/LADO or other appropriate body

In order to protect individuals and TUTION EXTRA, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. Concerns or allegations which fall within the scope of specific procedures (e.g. child protection or discrimination issues) will normally be referred for consideration under those procedures.

An appropriate person in HR, will conduct preliminary enquiries into the matters you have raised.

The formal investigation will identify what if any, action is required to address the concerns you identified via the Whistleblowing Procedure. This may involve disciplinary action against another TUTION EXTRA employee or the involvement of other external agencies.

Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required, this will be taken before any investigation is conducted.

You will be written to within ten working days:

- acknowledging that the concern has been received
- indicating how TUTION EXTRA proposes to deal with the matter



- giving an estimate of how long it will take to provide a final response
- informing you if any initial enquiries have been made
- whether further investigations will take place and, if not, why not.

Contact

The amount of contact between the officers considering the issues and you will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, further information will be sought.

Attending Meetings

When any meeting is arranged you have the right to be accompanied by a trade union representative or a workplace colleague who is not involved in the area of work to which the concern relates.

Protection from Reprisals and Victimisation

TUITION EXTRA does not tolerate reprisals, victimisation or harassment and will take all reasonable action to protect you if you raise a concern via the Whistleblowing Procedure. TUICTION EXTRA will treat any reprisals, victimisation or harassment as a serious matter and if this involves a TUICTION EXTRA employee it will be investigated.

Support

TUITION EXTRA will take steps to minimise any difficulties you may experience because of raising a concern. For instance, if you are required to give evidence in criminal or disciplinary proceedings, TUICTION EXTRA will advise or arrange for you to have advice about the procedure.

TUITION EXTRA accepts that you need to be assured that concerns will be properly addressed and, subject to legal constraints, will provide information about the outcomes of any investigations.

How to take the matter further

This procedure is intended to provide individuals with an avenue to raise concerns within TUICTION EXTRA . If you are not satisfied, and feel it is right to take the matter further you do have the option to report your concerns with an appropriate external body, e.g. the Public Concern at Work independent helpline or a relevant 'prescribed person'. A 'prescribed person' is someone who is independent of TUICTION EXTRA but has an authoritative relationship

with it, e.g., a legislative or regulatory body such as the Health & Care Professions Council (HCPC). If you do choose to raise your concerns with a prescribed person or body, it must be one that deals with the matter you are raising, e.g., a disclosure about wrongdoing in a care home can be made to the Care Quality Commission.

Further information and a list of [prescribed persons](#) is available on the Government's Gov.UK website.

	External Body	Contact Details
Independent Helpline	PUBLIC CONCERN AT WORK	020 7040 6609

If you have a particular concern regarding how child protection issues are being handled by TUTION EXTRA or another organisation you can contact the NSPCC Whistleblowing helpline on 0800 0280285. Further information is available on the [NSPCC website](#).

If your concern involves a service which is regulated by Ofsted you may wish to contact the Ofsted Whistleblowing Hotline on 0300 1233155 (available from 8.00am to 5.00pm Monday to Friday) or e-mail whistleblowing@ofsted.gov.uk

If a matter is taken outside TUTION EXTRA , you must take all reasonable steps to ensure that confidential or privileged information is not disclosed. If in doubt, check with the relevant named TUTION EXTRA contact (as set out above).

Public Interest Disclosure

Public Interest Disclosure Act 1998 gives employees two safeguards in respect of disclosures of information.

- An employee is entitled not be subjected to any detriment by virtue of having made a protected disclosure.
- The dismissal of any TUTION EXTRA employee directly due to the individual having made such a disclosure will automatically be unfair

False or Malicious Allegations

Disciplinary action will only be taken against individuals who make false, malicious or vexatious allegations.