



Quick Brick Training Academy

Confidential Reporting and Whistle blowing policy

Policy owner	Quick Brick Training Academy
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1. Statement of intent

- 1.1 This Academy is committed to the highest possible standards of openness, probity and accountability. In accordance with that commitment we expect employees including volunteers and others with whom we deal, who have serious concerns about any aspect of the Academy's work to come forward and voice those concerns.
- 1.2 This Procedure document makes it clear that employees can do so without fear of victimisation, subsequent discrimination or disadvantage. The Procedure seeks to enable employees to raise serious concerns within the Academy rather than overlooking a concern or raising that concern outside the Academy.
- 1.3 The Procedure applies to all employees volunteers and those contractors working for the Academy on Academy premises, for example, agency staff, builders and drivers. It also covers suppliers and those providing services under a contract with the Academy.

2. AIMS AND SCOPE OF THE PROCEDURE

- 2.1 This Procedure aims to:
 - allow employees to feel confident in raising serious concerns about issues relating to Academy practices and procedures.
 - provide avenues for employees to raise those concerns and receive feedback on any action taken.
 - ensure that employees receive a response to concerns raised and that employees are aware of how to pursue those concerns further if necessary.
 - reassure employees that they will be protected from possible reprisal or victimisation if they have a reasonable belief that they have made any such disclosure in good faith.
- 2.2 There are existing procedures in place to enable employees to lodge a grievance relating to their own employment. The Confidential Reporting Procedure is intended to cover major concerns that fall outside the scope of the grievance procedures. Such concerns include:
 - conduct which breaches the Academy's standing orders and financial regulations.
 - conduct which is illegal.
 - disclosures relating to miscarriages of justice.
 - health and safety risks, include risks to students as well as other employees.
 - damage to the environment.
 - sexual or physical abuse of clients, or
 - other unethical conduct.

2.3 Thus, any serious concerns that employees have about any aspect of service provision or the conduct of employees or Members of the Academy or others acting on behalf of the Academy can be reported under the Confidential Reporting Procedure. This may be about something that:

- makes an employee feel uncomfortable in terms of generally acceptable standards, their own experience or the standards they believe the Academy subscribes to, or
- is contrary to the Academy's Standing Orders and policies, or
- falls below accepted standards of practice, or
- amounts to improper conduct.
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2.4 This Procedure does not replace the Academy's complaints procedure, or any other Academy procedures.

3. SAFEGUARDS

3.1 The Academy recognises that the decision to report a concern can be a difficult one to make. Thus the Academy will fully support any employee who reports, in good faith, any concerns that he/she/they/them have.

3.2 The Academy will not tolerate any harassment or victimisation [including informal pressures] of employees who report concerns and will take appropriate action to protect employees who raise a concern in good faith.

3.4 Any investigation into allegations made under this Procedure will not influence or be affected by any Disciplinary or Redundancy Procedures in relation to employees who raise concerns under this Procedure.

4. CONFIDENTIALITY

4.1 All concerns will be dealt with in confidence and every effort will be made not to reveal the identity of an employee who raises a concern.

4.2 If however a concern leads to disciplinary action against an employee who is accused of improper conduct, it may be necessary for any employee[s] who raised the concern to give evidence as a witness in disciplinary proceedings, or to provide information to an outside body i.e., the Police or one of the following:

The NHS and Social Care Whistleblowing Helpline on 08000 724725 or email to enquiries@wbhelpline.org.uk, or

or

Protect (formerly Public Concern at Work) 020 3117 2520 (*option 1) whistle@protect-advice.org.uk

or

The NSPCC Whistleblowing Advice Line on 0800 028 0285 help@nspcc.org.uk

5. ANONYMOUS ALLEGATIONS

5.1 Concerns expressed anonymously may be considered at the discretion of the Academy. However employees are encouraged to put their name to any concerns raised to aid investigation of those concerns.

5.2 In exercising discretion in relation to anonymous allegations the factors to be taken into account would include:

- the seriousness of the issues raised
- the credibility of the allegation; and
- the likelihood of confirming the allegation from attributable sources.

6. UNTRUE ALLEGATIONS

If an employee makes an allegation in good faith, but it is not substantiated by the investigation, no action will be taken against that employee. If, however, an employee makes an allegation frivolously, maliciously or for personal gain, disciplinary action may be taken against that employee.

7. THE PROCEDURE FOR RAISING CONCERNS

7.1 As a first step, employees should normally raise concerns in writing with their immediate Line Manager. This depends, however, on the seriousness and sensitivity of the issues involved and who is involved. If employees feel unable to raise concerns with their own Line Manager the concern should be addressed to a member of DLT. If the employee feels unable to do this, concerns should be expressed to the Local Governing Body care of Chair of the Local Governing Body at Academy.

7.2 Advice/guidance on how to pursue matters of concern may be obtained from the Chair of the Local Governing Body or Head of Center manager at Academy.

7.3 Employees who wish to make a written report are encouraged to use the following format:

- the background and the nature of the concern [giving relevant dates];
- the reason why he/she is particularly concerned about the situation.

7.4 Although employees are not expected to prove beyond doubt the truth of an allegation, they will need to demonstrate to the Confidential Reporting Panel that there are reasonable grounds for concern.

- Employees may wish to consider discussing concerns with a colleague and may find it easier to raise the matter if there are two [or more] people who have had the same or similar experience or concerns.

7.6 In summary therefore, concerns can be reported to the employees' line manager, or the Local Governing Body at Academy who will deal with the complaint in accordance with section 8 below.

8. HOW QUICK BRICK TRAINING ACADEMY WILL RESPOND

8.1 The Academy will respond to all concerns raised except those anonymous allegations where discretion is exercised not to do so as outlined in Paragraph 5.2 of this Procedure

8.2 If a concern is raised, initial enquiries will be made by the person(s) receiving the complaint, to decide whether an investigation is appropriate and, if so, what form it should take. Some concerns may be resolved by agreed action without the need for investigation. The overriding principle is to act in the public interest.

8.3 Concerns or allegations which fall within the scope of specific procedures [for example, child protection, discrimination, or disciplinary issues] will normally be referred to the appropriate person(s) for consideration under those procedures. If urgent action is required this will be taken before any investigation is conducted. If it is decided that an investigation is required, this may be undertaken using the Academy's existing procedures and/or by involving the police and/or district audit.

8.4 Within ten working days of a concern being raised, the employee will be contacted by the appropriate person:

- to acknowledge that the concern has been received
- to indicate how the Academy proposes to deal with the matter
- supplying information on staff support mechanisms, and
- stating whether further investigation will take place and if not,
- why not.

8.5 The level of contact between the persons investigating the concern and the employee[s] who raised the initial concern will depend on the nature of the concern, the potential difficulties

involved and the complexity of the information provided. If necessary, further information will be sought from the employee[s] who raised the initial concerns.

8.6 Where any meeting is arranged, if he/she so wishes, the employee[s] who raised the initial concerns can be accompanied by a union or professional association representative or a friend.

8.7 This Procedure seeks to minimise any problems which may arise as a result of raising a concern. For instance, if required to give evidence in criminal or disciplinary proceedings, the employee will be given advice and guidance on the procedures.

8.8 The Academy accepts that employees need to be assured that the matter has been properly addressed. Subject to legal constraints, any employees who raise initial concerns will be informed of the outcome of any investigation

9. HOW THE MATTER CAN BE TAKEN FURTHER

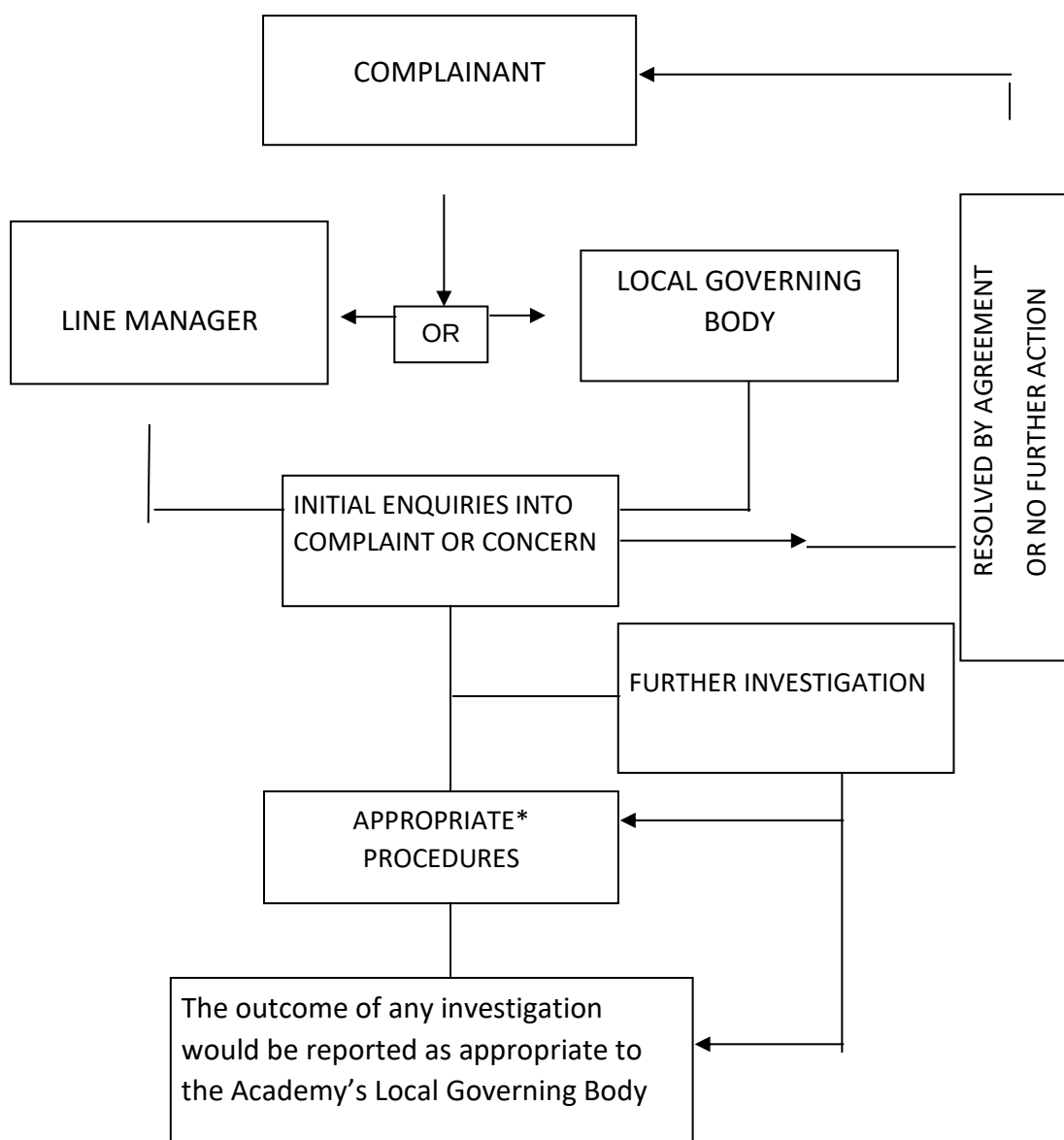
9.1 This Procedure is intended to provide an avenue within the Academy to raise concerns. If employees are dissatisfied and feel it is right to take the matter outside of the Academy, they have the right to do so. This should normally be done after the conclusion of the Academy's investigation into the employee[s] concerns.

This Procedure if properly applied should prevent the need for such action by employee[s].

1. If concerns are raised outside the Academy by employees, they must endeavour to protect the confidentiality of matters relating to the Academy's business and its employees.

9.2 The Academy accepts that there may be circumstances where employees can properly report matters to outside bodies e.g. The Police, The Health and Safety Executive etc. Provided that the employee has acted honestly and reasonably he/she will be protected from any Disciplinary Action arising from such disclosures. However, this Procedure has been devised to minimise the need for employees to report matters to outside bodies or agencies. Employees must therefore be able to justify external disclosures.

10. CONFIDENTIAL REPORTING PROCEDURE



Local Governing Body:

Chair of Local Governing Body
Safeguarding Officer

*Appropriate Procedures:

HR Policies
Police
Financial Irregularities
District Audit

