

2023

# Whistleblowing Policy



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# Whistleblowing Policy

**Date:** 3 February 2023

**Purpose of the Policy:** Sets out arrangements for whistleblowing.

**Approved by:** Nick Crowther (Board)

























**Responsibility for Updates:** Lorraine Jameson

**Policy Applies to:** All WEBS employees, Board Members, learners, Sub-contractors

**Version no:** 5

**Proposed date of Review:** February 2025

Version History			
Version	Date	Detail	Author
1	26.02.15	Refreshed – v1 draft	Sammy Jones
2	12/01/16	Review and Update	Sammy Jones
3	02/02/17	Review and Update	Sammy Jones
4	14/11/19	Review & Update	Sammy Jones
5	08/02/21	Review & Update	Lorraine Jameson
6	03/02/23	Review & Update	Lorraine Jameson

Links and Dependencies
<p>This policy is part of a suite of support policies underpinning the staff code of conduct and should be read in conjunction with the following policies and procedures</p> <ul style="list-style-type: none"><li> Adverse Weather Policy</li><li> Anti Radicalisation Policy</li><li> Attendance, Absence &amp; Leave Policy</li><li> Attendance Management &amp; Ill Health Capability Procedures</li><li> Company Close Down Procedure</li><li> Complaints Policy</li><li> Confidentiality Policy</li><li> Data Protection Policy</li><li> Disaster Recovery/Business Continuity Plan</li><li> DBS Policy</li><li> Disciplinary Policy</li><li> E Safety Policy</li><li> Fire Safety Management Policy &amp; Evacuation Procedure</li><li> Grievance Policy</li><li> Grievance Toolkit</li><li> Guidance for dealing with Disruptive &amp; Threatening Behaviour</li><li> Health and Safety Policy &amp; RIDDOR</li><li> Information Security Policy</li><li> Information Incident Response Plan</li><li> Lone Working Guidance</li><li> Maladministration Policy</li><li> Managing Behaviour Policy</li><li> Peer Observation Policy</li><li> Procurement Policy</li></ul>

- ✚ Safeguarding Policy
- ✚ Staff Code of Conduct Policy
- ✚ Staff CPD Policy
- ✚ Staff Induction Procedures
- ✚ Staff Resource Handbook
- ✚ Staff Terms & Conditions of Employment
- ✚ Teaching Learning & Assessment Observation Policy
- ✚ Transport Policy
- ✚ Whistleblowing Policy

*This list of policies is not exhaustive, all policies are available to staff and can be accessed on sharepoint under Policies or in the staff policy folder in the main staff room.*

## Contents

Scope: .....	5
What Disclosures are covered by the Act? .....	5
Making a Disclosure.....	5
What Will Happen When a Disclosure Has Been Made?.....	6
Monitoring and review.....	6

## Whistleblowing Policy

### Scope:

This document details WEBS's policy with regard to the disclosure of information in accordance with the Public Interest Disclosure Act 1998 (commonly referred to as Whistleblowing).

The Public Interest Disclosure Act was introduced to protect employees who disclosed information about dangerous, unethical or criminal behaviour, from being dismissed or subjected to detrimental behaviour by their employer as a result of such a disclosure.

WEBS Training Ltd is committed to supporting this legislation and to maintaining a good ethical climate within the Company. Any form of malpractice will not be tolerated. Alleged forms of malpractice will be taken seriously, fully investigated and appropriate action taken where such behaviour is found to have occurred. This action could include disciplinary action up to and including dismissal.

Everyone should be aware of the importance of preventing and eliminating wrongdoing at work. Employees should be watchful for illegal or unethical conduct and report anything of this nature that they become aware of by using the procedures outlined in this policy.

### Procedure:

This policy addresses the following areas:

1. What disclosures are covered by the Act?
2. Making a disclosure.
3. What will happen when a disclosure has been made?

### What Disclosures are covered by the Act?

Disclosures covered by the Act (referred to as qualifying disclosures) are those which, in the reasonable belief of the employee, are made in the public interest and show one or more of the following:

- that a criminal offence has been, is, or is likely to be committed
- that a person has, is, or is likely to fail to comply with a legal obligation
- that a miscarriage of justice has, is, or is likely to occur
- that the health and safety of an individual has, is, or is likely to be endangered
- that the environment has, is, or is likely to be damaged
- that information relating to the above examples of illegal and unethical behaviour has been, is, or is likely to be deliberately concealed

To be protected by the Act, an employee must make a qualifying disclosure, demonstrate a reasonable belief that the allegations are substantially true and not make the disclosure for personal gain.

### Making a Disclosure

- An employee should make their disclosure to their line manager or where this is not appropriate, another manager. In some situations, an employee may consider it more appropriate to make their disclosure to the Chairman or Board Member, particularly where the employee feels senior managers may be implicated. Wherever possible, the disclosure should be detailed in writing.

- It is possible for an employee to make a disclosure anonymously but it would be preferable to the Company if the employee were willing to give their personal details so they may be contacted in the event that further information is required.

### What Will Happen When a Disclosure Has Been Made?

- Information received will be treated very seriously by the Company and in the strictest confidence.
- An employee who makes a disclosure will be interviewed in order to obtain all the required information and to clarify any facts where necessary. Typically this interview will be conducted by the line manager to whom the disclosure was made, unless they are connected with the disclosure in some way. Depending on the nature and seriousness of the matter, the interview may be conducted by a senior manager or Director.
- The matter will be thoroughly investigated. The period over which any investigation will take place will be dependent on the nature of the disclosure.
- During the investigation, all employees involved are expected to respect the need for confidentiality and failure to do so will be considered a disciplinary offence.
- Following the investigation, the Company will consider the action to be taken. Action taken will be appropriate to the circumstances and may include disciplinary action against the person alleged to have performed malpractice. It could also include reporting the matter to a third party eg Police.
- If required, the employee who made the disclosure will be advised of the progress of any investigation together with the final resolution and outcome.
- The Company will use its best endeavours to protect an employee, who makes a disclosure, from discrimination or victimisation. Any victimisation or discrimination against an employee making a protected disclosure will be considered a disciplinary offence with penalties up to and including dismissal. An employee who feels they are being subjected to this behaviour must inform their line manager immediately.
- Instances where an employee discloses confidential information to a third party unconnected with the Company, for example the media, without having first followed the steps outlined in this policy will be investigated by the Company. Employees who are unable to provide a satisfactory reason to the Company for disclosing information to the third party may be subject to disciplinary action in accordance with the Company's Disciplinary Procedure.
- An employee who is not satisfied with the way in which their disclosure has been dealt with, should raise the issue in accordance with the Company's Grievance Procedure.

**NB Disciplinary action will be taken against any employee if there is clear evidence that they have made malicious or vindictive allegations and disclosures they know to be untrue.**

### Monitoring and review

This policy will be monitored & reviewed at least every two years.