



# ***Whistle Blowing Policy***

## **Overview**

At ConnectED Learning, we pride ourselves on the values of honesty and integrity. We are committed to being open, honest, and accountable, encouraging a free, safe, and transparent culture. This policy applies to everyone working for and in conjunction with ConnectED Learning, including named directors, paid staff, independent tutors, sub-contractors and volunteers.

## **Aims**

This policy aims to help team members raise serious concerns about colleagues, practices, or the organisation with confidence and without fear of victimisation, discrimination, or disadvantage. It is written in the context of the Public Interest Disclosure Act 1998 and other relevant legislation which protects individuals who 'blow the whistle' on malpractices within their organisation.

## **What Types of Concerns Are Covered?**

This policy is intended to deal with serious or sensitive concerns regarding wrongdoings that affect the public interest, particularly regarding the safety of students in isolated, 1:1, or home-based EOTAS environments. This includes:

- A criminal offence.
- A failure to comply with any legal obligation.
- A miscarriage of justice.
- A health and safety risk to an individual (including staff or students).
- Damage to the environment.
- Deliberate concealment of any of the above.
- A breach of our company pledge laid out in our Staff/Tutor Handbook.
- Sexual harassment, professional boundaries breaches, or serious misconduct.

## How to Raise a Concern

The designated officer appointed to manage whistleblowing concerns is:

- **Designated Officer:** Hannah Clark
- **Email:** [hannah@connect-edlearning.co.uk](mailto:hannah@connect-edlearning.co.uk)

Depending on the seriousness and sensitivity of the matter, or who is suspected of the wrongdoing, you can report directly to an independent prescribed body instead of the Directors. For education and tuition providers, relevant bodies include:

- **The Local Authority Designated Officer (LADO)** (for allegations against staff/tutors).
- **The NSPCC Whistleblowing Advice Line** (0800 028 0285).
- **Ofsted** or the specific **Local Authority** commissioning the EOTAS provision.

## Submission Guidelines

- **Format:** Individuals are encouraged to raise their concerns in writing where possible to ensure accuracy.
- **Details:** Please provide the background and history of your concerns, including specific names, dates, places, and your reasoning where available.

## Protecting the Individual

If you raise a concern that you reasonably believe to be true, ConnectED Learning will take immediate action to protect you from harassment, victimisation, or bullying.

- **Fair Treatment:** Raising a genuine concern will not impact any unrelated disciplinary actions or redundancy procedures.
- **Confidentiality:** The matter will be treated with the utmost confidentiality. If the concern cannot be resolved without revealing your identity, the Directors will discuss whether and how to proceed with you first.
- **Representation:** We understand that whistleblowing can be stressful. Employees and tutors have the right to be accompanied by a colleague or a union representative during any scheduled meetings.

## How We Will Deal With the Concern

Our response will depend entirely on the nature of the issue. Most concerns will require a formal inquiry or investigation.

- **Investigation:** The concern may be investigated internally by the Directors or referred directly to the police, local safeguarding authorities (LADO), or an independent investigator.

- **Evidence:** It may be necessary for the individual who raised the concern to provide evidence in formal criminal or disciplinary proceedings.
- **Feedback:** ConnectED Learning will provide the individual with feedback on the progress and outcome of the investigation wherever possible and legally permissible.
- **Closure:** If the suspicions are not confirmed by the investigation, the matter will be closed. Team members will suffer no detriment for raising a genuine concern.

### Reporting a Safeguarding Concern

For immediate concerns regarding the safety, welfare, or abuse of a child or vulnerable person, bypass standard whistleblowing procedures and follow the ***ConnectED Learning Safeguarding Policy and Procedure*** immediately.

Safeguarding escalations must never be delayed by administrative or whistleblowing processes.

**Written:** May 2026

**Reviewed:** Annually

**Next Review Date:** May 2027