

Accessible Education Provision for Neurodivergent Children  
through graduated interventions and academic support.



*An organisation that aims to improve every child's life  
by being closer to nature,  
providing equality in learning  
and promoting well-being*

# WHISTLE BLOWING POLICY FOR RAW LEARNING

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### **1. Introduction**

The word whistleblowing in this Policy refers to the disclosure by workers of malpractice, either internally or externally, as well as illegal acts or omissions at work.

### **2. Policy Statement**

Raw Learning is committed to achieving the highest possible standards of service and the highest possible ethical standards in public life and in all of its practices. To achieve these ends, it encourages freedom of speech. It also encourages facilitators to use internal mechanisms for reporting any malpractice or illegal acts or omissions by its employees or ex-employees.

### **3. Other Policies and Procedures**

Raw Learning has policies and procedures, which deal with standards of behaviour at work; they cover Discipline, Grievance, Harassment and Recruitment and Selection. Employees are encouraged to use the provisions of these procedures when appropriate. There may be times, however, when the matter is not about the personal employment position and needs to be handled in a different way. Examples may be:

- Malpractice or ill treatment of a pupil by a facilitator.
- Repeated ill treatment of a pupil, despite a complaint being made.
- A criminal offence has been committed, is being committed or is likely to be committed.
- Suspected fraud.
- Disregard for legislation, particularly in relation to health and safety at work.
- The environment has been, or is likely to be, damaged.
- Breach of standing financial instructions.
- Showing undue favour over a contractual matter or to a job applicant.
- A breach of a code of conduct.
- Information on any of the above has been, is being, or is likely to be concealed.

This list is not exhaustive.

Raw Learning will not tolerate any harassment or victimisation of a whistle-blower (including informal pressures), and will treat this as a serious disciplinary offence, which will be dealt with under the Disciplinary Rules and Procedure.

#### **4. Designated Officers**

The following person has been nominated and agreed by Raw Learning as designated officer for concerns under this procedure.

Rachel King – Raw Learning, [rachel@rawlearning.co.uk](mailto:rachel@rawlearning.co.uk) 07709 348256

#### **5. Role of Designated Officer**

The designated officer will be the point of contact for employees who wish to raise concerns under the provisions of this policy. Where concerns are raised with her, she will arrange an initial interview, which will, if requested, be confidential, to ascertain the area of concern. At this stage, the whistle-blower will be asked whether he/she wishes his/her identity to be disclosed and will be reassured about protection from possible reprisals or victimisation. He/she will also be asked whether or not he/she wishes to make a written or verbal statement. In either case, the designated officer will write a brief summary of the interview, which will be agreed by both parties.

#### **6. Role of the Most Senior Person in the Organisation**

The designated officer is the most senior person in the organisation, i.e. the Director, and will be responsible for the commission of any further investigation.

#### **7. Complaints About the Most Senior Person in the Organisation**

If, exceptionally, the concern is about the most senior person in the Raw Learning organisation, this should be made to Essex Safeguarding Children Board & Essex County Council, who will decide on how the investigation will proceed. This may include an external investigation.

#### **8. The Investigation**

The investigation may need to be carried out under the terms of strict confidentiality i.e. by not informing the subject of the complaint until (or if) it becomes necessary to do so. This may be appropriate in cases of suspected fraud. In certain cases, however, such as allegations of ill treatment of pupils, suspension from work may have to be considered immediately. Protection of pupils is paramount in all cases.

The designated officer will offer to keep the whistle-blower informed about the investigation and its outcome. If the result of the investigation is that there is a case to be answered by any individual, the Disciplinary Rules and Procedure will be used.

Where there is no case to answer, but the employee held a genuine concern and was not acting maliciously, the designated officer should ensure that the employee suffers no reprisals.

Only where false allegations are made maliciously, will it be considered appropriate to act against the whistle-blower under the terms of the Disciplinary Rules and Procedure.

#### **9. Inquiries**

If the concern raised is very serious or complex, an inquiry may be held.

## **10. Following the Investigation**

The designated officer will then arrange a meeting with the whistle-blower to give feedback on any action taken. (This will not include details of any disciplinary action, which will remain confidential to the individual concerned). The feedback will be provided with the time limits (to be specified).

If the whistle-blower is not satisfied with the outcome of the investigation, Raw Learning recognises the lawful rights of employees and ex-employees to make disclosures to prescribed persons (such as the Health and Safety Executive, the Audit Commission, or the utility regulators, or where justified, elsewhere).

## **11. The Law**

This policy and procedure have been written to take account of the Public Interest Disclosure Act 1998, which protects workers making disclosures about certain matters of concern, where those disclosures are made in accordance with the Act's provisions. The Act is incorporated into the Employment Rights Act 1996, which also already protects employees who take action over, or raise concerns about, health and safety at work.

**Raw Learning acknowledges the NSPCC operates a whistle-blowing helpline to provide free advice and support on telephone number 0800 028 0285**

This policy was adopted by	Raw Learning
On	21 <sup>st</sup> May 2024
Date to be reviewed	21 <sup>st</sup> May 2025
Signed on behalf of the provider	<i>Rachel King</i>
Name of signatory	Rachel King
Role of signatory	Director