



Whistleblowing Policy - Owl Tutors

1. Policy Statement

At Owl Tutors, we are committed to maintaining the highest standards of integrity, ethics, and accountability. We encourage all employees and tutors to report any concerns or suspicions of wrongdoing, misconduct, or unethical behavior in the best interests of our organisation, the children and young people we serve, and the wider community. This policy outlines our approach to whistleblowing, providing a framework for reporting, investigating, and addressing such concerns.

2. Scope and Coverage

2.1 This policy applies to all employees, including tutors, as well as volunteers and contractors working on behalf of Owl Tutors.

2.2 The policy covers concerns related to various areas, including but not limited to child protection, safeguarding, health and safety, financial impropriety, unethical conduct, and breaches of policies and regulations.

3. Reporting Mechanisms

3.1 Owl Tutors encourages individuals to report concerns internally, using the following reporting mechanisms:

a. Reporting to Line Manager: Employees and tutors should report concerns to their line manager, supervisor, or designated contact within Owl Tutors.

b. Reporting to Designated Whistleblowing Officer: Concerns can be reported directly to the designated whistleblowing officer, who will handle the matter confidentially and ensure appropriate investigation and follow-up actions. The designated Whistleblowing Officer is **Holly Goodwin**.

3.2 If individuals feel uncomfortable reporting internally or believe their concerns have not been adequately addressed, they may choose to report externally through

appropriate channels, such as regulatory bodies or legal authorities. For safeguarding concerns, staff are provided with the details of the NSPCC Whistleblowing helpline: 0800 028 0285.

4. Protection and Confidentiality

4.1 Whistleblowers will be protected from any form of retaliation, victimisation, or disciplinary action for reporting concerns in good faith.

4.2 Confidentiality will be maintained to the fullest extent possible, consistent with the need to conduct an adequate investigation. Information will only be disclosed on a need-to-know basis to relevant individuals involved in the investigation and subsequent actions.

4.3 Anonymous reporting is allowed, although it may hinder the investigation process. Whistleblowers are encouraged to provide their contact details to facilitate communication and follow-up.

5. Investigation and Follow-Up

5.1 Owl Tutors is committed to thoroughly investigating all reported concerns in a fair, impartial, and timely manner.

5.2 The designated whistleblowing officer or an appropriate individual will oversee the investigation, ensuring that all relevant facts are gathered, witnesses are interviewed, and evidence is reviewed.

5.3 Whistleblowers will be kept informed about the progress of the investigation to the extent reasonably possible and appropriate.

5.4 Upon completion of the investigation, Owl Tutors will take appropriate action based on the findings. This may include disciplinary measures, corrective actions, policy revisions, or any other necessary steps to address the concern effectively.

6. False and Malicious Reporting

6.1 Owl Tutors takes false or malicious reporting seriously, as it can harm individuals' reputations and create unnecessary disruptions. Any individual found to have made a false or malicious report may be subject to disciplinary action.

7. Awareness and Training

7.1 Owl Tutors will provide appropriate awareness and training programs to ensure that employees, tutors, and relevant stakeholders understand their rights, obligations, and the process of whistleblowing.

7.2 Regular communication will be conducted to reinforce the organisation's commitment to whistleblowing and to remind individuals of the reporting mechanisms available.

8. Compliance and Responsibility

8.1 The designated whistleblowing officer is responsible for overseeing the implementation and review of this whistleblowing policy.

8.2 All employees, tutors, and individuals associated with Owl Tutors have a responsibility to familiarise themselves with and adhere to this policy.

8.3 Any breaches or concerns regarding the implementation of this policy should be reported to the designated whistleblowing officer or raised through Owl Tutors' whistleblowing procedure

8.4 Owl Tutors will ensure that no individual suffers detrimental treatment for raising a genuine concern, as it is a fundamental part of our commitment to transparency, accountability, and maintaining high standards of practice.

Reviewed and updated: 01/06/23

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