

WHISTLEBLOWING POLICY

Last updated: **01/06/2024**

The Teacher Trainer Ltd. would hereafter be referred to as TTT in this document.

Policy Statement

Our organisation is committed to maintaining a culture of integrity, transparency, and accountability. This Whistleblowing Policy provides a framework for employees, contractors, learners, and other stakeholders to raise concerns about misconduct, unethical behaviour, or illegal activities within the organisation without fear of reprisal.

Scope of the policy

This policy applies to all employees, contractors, learners, suppliers, and other stakeholders associated with our organisation. It covers concerns that are in the public interest, including but not limited to:

- Fraud, corruption, or financial malpractice
- Health and safety risks
- Criminal offenses
- Breach of legal obligations
- Miscarriages of justice
- Environmental damage
- Unethical conduct or behaviour that undermines the organisation's values

Location of the policy

This policy is available for all staff members, third parties and learners to access. The most up to date version of the policy is available on our website www.theteachertrainer.co.uk.

Communication of the policy

It is important that TTT staff (involved in the management, delivery, assessment and quality assurance of nationally recognised qualifications) and learners undertaking our qualifications, are fully aware of the contents of the policy. It is a requirement that staff at TTT access, read and understand the policy during their induction.

Monitoring and Review of the policy

TTT will review the policy annually as part of our self-evaluation process and revise it as and when necessary. The review process includes analysis of monitoring data, consultation with and feedback from customers, learners, clients, staff and other stakeholders, changes in practices, actions required by Awarding Organisations or changes in legislation to determine the impact of the policy and any action required. Our review will ensure that our procedures continue to be consistent with the regulatory criteria and are applied properly and fairly in arriving at judgements.

Purpose

The purpose of this policy is to:

- Encourage the reporting of genuine concerns regarding wrongdoing.
- Provide a clear and confidential process for reporting concerns.
- Ensure that individuals raising concerns are protected from retaliation or victimization.
- Promote accountability and uphold the organisation's ethical standards.

Raising a Concern

- **What to Report:** Any activity or behaviour that is unethical, illegal, or goes against the organisation's policies. Concerns should be made in good faith and not for personal gain.
- **How to Report:** Concerns can be reported through the following channels:
 - **Email:** phenil@theteachertrainer.co.uk
 - **In Writing:** Addressed to Phenil Mehta
 - **In Person:** By meeting with Phenil Mehta
- Anonymous reports are accepted but may limit the organisation's ability to investigate.

What to Include

- A detailed description of the concern.
- Names of individuals involved (if known).
- Dates, locations, and any supporting evidence.
- Contact information (optional if reporting anonymously).

Investigation Process

- **Acknowledgment:** Reports will be acknowledged within **10 working days** of receipt.
- **Confidentiality:** All concerns will be handled in confidence, and the identity of the whistleblower will be protected unless disclosure is required by law.
- **Investigation:** A thorough and impartial investigation will be conducted by a designated team or external authority, depending on the nature of the concern. The whistleblower will be informed of the investigation's outcome, subject to legal and confidentiality constraints.
- **Resolution:** Appropriate action will be taken if the investigation substantiates the concern. This may include disciplinary action, policy changes, or reporting to external authorities.

Protection for Whistleblowers

- **Non-Retaliation:** Whistleblowers acting in good faith are protected from retaliation, victimization, or harassment. Any individual found retaliating against a whistleblower will face disciplinary action.
- **False Claims:** Reports made maliciously or in bad faith may result in disciplinary action against the individual making the claim.

CONTACT INFORMATION - For questions or to report concerns, please contact:

Phenil Mehta
[Compliance/Whistleblowing Officer]

phenil@theteachertrainer.co.uk

01908 488 683

The Teacher Trainer Ltd