

# **Whistleblowing Policy**

## Whistleblowing Policy

### Policy Statement

Azilo Training is committed to developing a culture where it is safe for all employees or learners to raise concerns about poor or unacceptable practice and misconduct.

The purpose of our policy is to provide a framework to promote responsible whistle blowing.

The policy protects employees and learners who wish to raise a concern about:

- Serious irregularities within Azilo Training that may mean the company is not complying with legal requirements
- Events or practice that may be detrimental to the best interests and safety of the children in our care.

This policy does not release employees from their duty of confidentiality in the course of their work.

### Scope

The implementation of this policy is the responsibility of all staff, the management team and the Board of Directors.

### Whistleblowing Procedure

If an Azilo Training employee or learner raises a concern in confidence they will have their confidentiality respected unless the issue cannot be resolved without identifying the person who raised the concern. If this happens the employee will be informed beforehand.

This policy is for all employees of, and learners with, Azilo Training. It has been written so that employees/learners can be confident about raising a concern with their manager or the Operations Director.

Azilo Training recognises that a whistle blower is not a “sneak” or a “trouble maker” but is someone who has come to a decision to express a genuine concern. If the concern is raised in good faith the person raising it will not be at risk of losing his or her job or suffering any form of reprisal.

To ensure this policy is followed correctly and to assure that concerns are taken seriously Azilo Training will;

- Not allow victimisation of the person raising the concern
- Treat victimisation of whistle blowers seriously and take disciplinary action

- Not attempt to conceal evidence of poor or unacceptable practice and take action against any employee who destroys or conceals such evidence
- Ensure our confidentiality policy does not forbid or penalise whistle blowing
- Liaise with the regulatory and other agencies where appropriate

Whistle blowing should not be used in place of the employer's Grievance Procedure and must not be used as a route for malicious or unfounded allegations against your colleagues or Azilo Training.

Employees can raise a concern with their Manager or in their absence with the Deputy Manager/Lead IQA/IV. If the employee feels his or her concern has not been appropriately handled, they can speak to the Operations Director.

The Manager or Director will then:

- Note the key issues of the concern
- Ask if the concern has been raised with anyone else
- Check that the employee has access to a copy of this Whistle Blowing Policy
- Assure the Whistle Blower of confidentiality unless at a later date this becomes impossible

The Manager or Director will then investigate and deal with the complaint within 5 working days or longer if agreed with the whistle blower. The whistle blower will be kept informed at all stages.

If the Whistle Blower remains unsatisfied, he or she may raise their concern with:

- Scotland - The Care Inspectorate
- England - Ofsted

## Authorisation & Document Control

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| <b>Authorisation</b>  | <b>Responsible Person or Body</b> |
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### Version History

| Version | Due Review | Reviewed   | Summary of Changes | Signatures         |
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| V.6     | 04/07/2018 | 04/07/2018 | Review             | Jo Fisher          |
| V.7     | 04/07/2019 | 29/03/2019 | Review             | Madeleine Robinson |
| V.7a    | N/A        | 29/04/2019 | Re-brand policy    | Madeleine Robinson |
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