



# Catherine School of London

## Whistleblowing Policy

**Date:** 15 May 2025

**Review Date:** Annually or as required

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### 1. Policy Statement

Catherine School of London is committed to the highest standards of integrity, transparency, and accountability. We encourage a culture of openness in which staff, learners, and stakeholders feel able to raise concerns in the public interest without fear of retaliation or disadvantage.

This **Whistleblowing Policy** provides a framework for reporting serious concerns about misconduct, malpractice, or wrongdoing that may affect learners, staff, the public, or the reputation of the organisation.

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### 2. Purpose of the Policy

This policy aims to:

- Encourage staff and others to report concerns early and appropriately
  - Provide guidance on how to raise a concern and what protection is available
  - Ensure concerns are investigated thoroughly, fairly, and promptly
  - Comply with the **Public Interest Disclosure Act 1998 (PIDA)**
  - Protect whistleblowers from retaliation or victimisation
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### 3. Scope

This policy applies to:

- All employees (full-time, part-time, or casual)
- Freelancers, contractors, consultants, and volunteers
- Students and learners
- Former employees and others connected to the centre's work

It covers concerns relating to:

- Criminal offences (e.g. fraud, bribery, theft)
- Breaches of legal obligations or statutory requirements
- Health and safety risks, including safeguarding failures
- Abuse or neglect of vulnerable learners
- Environmental damage
- Deliberate concealment of any of the above
- Serious breaches of internal policies or conflicts of interest

**Note:** Personal grievances (e.g. bullying, harassment, disputes with a colleague) should be raised through the **Grievance Policy**, not this policy.

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## 4. Principles

Principle	Description
<b>Confidentiality</b>	All concerns will be treated in the strictest confidence
<b>No retaliation</b>	Whistleblowers will be protected from victimisation or disciplinary action
<b>Impartiality</b>	Investigations will be handled objectively and without bias
<b>Support</b>	Whistleblowers will be supported throughout the process
<b>Responsibility</b>	All staff are responsible for reporting serious concerns appropriately

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## 5. Raising a Concern (How to Report)

Concerns should be raised as soon as possible, preferably in writing. You may raise your concern with:

### Designated Whistleblowing Officer:

 [complaints@csf.ac](mailto:complaints@csf.ac)

 Catherine School of London

 020 4610 0871

If the concern relates to the Whistleblowing Officer, it should be raised with:

### Centre Director / Principal

 [tahir.khan@csf.ac](mailto:tahir.khan@csf.ac)

Your report should include:

- The background and nature of the concern
  - Relevant names, dates, locations, or evidence (if known)
  - Why you are concerned
  - Whether you are reporting anonymously or want to remain confidential
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## 6. Anonymous Disclosures

Concerns can be raised anonymously, but doing so may limit our ability to investigate fully. All anonymous concerns will be reviewed and acted upon as far as possible.

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## 7. Investigation Process

Once a concern is raised:

1. **Acknowledgement** – We will acknowledge your concern within **5 working days**
  2. **Initial Assessment** – The designated officer will assess the seriousness and credibility of the concern
  3. **Investigation** – An impartial investigation will be carried out; this may involve interviews, review of evidence, and liaison with relevant bodies
  4. **Outcome** – The outcome will be communicated to the whistleblower (where contact is possible), normally within **20 working days**
  5. **Action** – If misconduct is confirmed, appropriate disciplinary, legal, or regulatory action will be taken
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## 8. Protection for Whistleblowers

Under the **Public Interest Disclosure Act 1998**, individuals who raise a genuine concern are legally protected from:

- Dismissal or demotion
- Harassment, intimidation, or victimisation
- Any form of detriment as a result of whistleblowing

These protections apply even if the concern proves to be unfounded, **provided it was made in good faith and in the public interest**.

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## 9. False or Malicious Allegations

Deliberately false or malicious allegations are a serious matter and may result in disciplinary action. However, no action will be taken against individuals who raise concerns in good faith, even if the concern is not upheld.

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## 10. External Whistleblowing (Regulators)

If you feel unable to raise a concern internally—or believe your concern has not been dealt with appropriately—you can report it to an external body such as:

- **Awarding Organisation**
  - **Ofqual:** <https://www.gov.uk/government/organisations/ofqual>
  - **Local Authority Safeguarding Board** (for safeguarding issues)
  - **Health and Safety Executive (HSE)**
  - **The Police** (if a criminal offence has occurred)
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## **11. Monitoring and Review**

- All whistleblowing reports will be logged securely
  - A summary of whistleblowing activity will be reviewed by senior management
  - This policy will be reviewed **annually** or following a significant incident, legal update, or regulatory requirement
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## **12. Related Policies**

- Safeguarding Policy
  - Staff Code of Conduct
  - Complaints Policy
  - Conflict of Interest Policy
  - Data Protection Policy
  - Grievance and Disciplinary Procedures
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## **13. Policy Approval**

This policy is approved by:

**Tahir Khan/ Director**

**Date:** 15 May 2025

## Whistleblowing Reporting Form

### Purpose:

Use this form to confidentially report concerns about wrongdoing, misconduct, or malpractice within the organisation. This form supports the Whistleblowing Policy and the protection of individuals making disclosures in the public interest.

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### SECTION 1: Reporter's Details *(Optional if reporting anonymously)*

**Full Name**

Job Title / Role

Department (if applicable)

Contact Number

Email Address

Date of Report

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### SECTION 2: Nature of Concern

Please tick the appropriate category that best describes your concern:

- ☐ Criminal offence (e.g. fraud, theft)
  - ☐ Breach of legal obligation
  - ☐ Safeguarding concern
  - ☐ Health and safety risk
  - ☐ Misuse of public funds or resources
  - ☐ Academic malpractice or misconduct
  - ☐ Environmental damage
  - ☐ Attempt to conceal wrongdoing
  - ☐ Other (please specify): \_\_\_\_\_
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### SECTION 3: Details of the Concern

Please provide a detailed description of the concern. Include dates, names, departments, locations, and any supporting information or evidence.

[Write here...]

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## **SECTION 4: Evidence (if any)**

Please list or describe any documents, emails, photographs, or other evidence you are submitting with this report.

[Write here...]

(Attach relevant files or documentation to this form, if applicable.)

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## **SECTION 5: Previous Action (if any)**

Have you raised this concern with anyone before (e.g. line manager, tutor, safeguarding officer)?

☐ Yes

☐ No

If yes, please provide details:

[Write here...]

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## **SECTION 6: Confidentiality**

Do you wish this report to be treated as confidential?

☐ Yes – I request confidentiality

☐ No – I am happy for my identity to be known

☐ I am reporting anonymously

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## **SECTION 7: Declaration**

I confirm that the information provided is accurate to the best of my knowledge. I am raising this concern in good faith and understand that I am protected under the Whistleblowing Policy.

**Signature (if not anonymous)**

Date

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## **Submission Instructions**

Please submit this form to:

 [complaints@csl.ac](mailto:complaints@csl.ac)

 Or return it to: **Whistleblowing Officer, Catherine School of London,**

**Olympic House**

**28-42 Clements Road, Ilford, Essex, England, IG1 1BA**

All disclosures will be handled in line with the centre's **Whistleblowing Policy**. You may be contacted for further information if you have provided your contact details.