



Educ8

Education Delivered with Utmost Care

Educ8 (Luton) Ltd

(Hereinafter referred to as "Educ8")

A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.

WHISTLEBLOWING POLICY

Rationale

The welfare and wellbeing of tutors and students is of paramount importance to us and as such we take the responsibility of care seriously and fully endorse the principles and practice of Sir Robert Francis' Freedom to Speak Up Review (February 2015). We are committed to high standards, transparency, and candour in all aspects of the organisation and will treat whistleblowing as a serious matter.

In line with our commitment to openness, probity and accountability, tutors are encouraged to report concerns, which will be taken seriously, investigated, and appropriate action taken in response. This policy ensures that all tutors can raise concerns about wrongdoing or malpractice within the organisation without fear of victimisation, discrimination, disadvantage, or dismissal.

Definition

Whistleblowing has been defined as:

"The disclosure by an employee or professional of confidential information which relates to some danger, fraud or other illegal or unethical conduct connected with the workplace."

(Public Concern at Work Guidelines 1997)

Aims

- To encourage tutors to feel confident about raising concerns about conduct or practice which is potentially illegal, corrupt, improper, unsafe, or unethical or which amounts to malpractice or is inconsistent with organisational standards and policies.
- To provide avenues for tutors to raise concerns and receive feedback on any action taken.
- To support and reassure tutors that they will be protected from reprisals or victimisation if they make disclosures in good faith.

Our policy covers whistleblowing relating to alleged:

- Unlawful conduct
- Miscarriages of justice in the conduct of statutory or other processes
- Failure to comply with a statutory or legal obligation
- Potential maladministration, misconduct, or malpractice



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- Health and safety issues including risks to the public as well as risks to tutors and students
- Action causing or likely to cause environmental damage
- Abuse of authority
- Fraud or corruption
- Financial irregularities or breaches of policies
- Mistreatment of any person
- Physical danger or risk of serious damage to property
- Sexual, physical, or emotional abuse of tutors or students
- Unfair discrimination or favouritism
- Low level concerns
- Anything that breaches the protected characteristics under the Equality Act
- Any attempt to prevent disclosure of any of the above

Practice

We will safeguard tutors against reprisal, harassment, and victimisation. We will not tolerate harassment or victimisation of tutors when concerns are raised. Any tutor who victimises another tutor as a result of having raised a concern in accordance with this policy will be dealt with under the Tutor Code of Conduct Policy.

We recognise that tutors may wish to raise concerns in confidence. We will do our utmost to protect the identity of tutors who raise concerns and do not wish their name to be disclosed. However, investigation may reveal the source of information and statements may be required as evidence, which may be shared with relevant parties. In some cases, whistleblowers may be required to give evidence in court.

Anonymous concerns will be considered but are generally less effective. However, they will always be considered, especially where safeguarding concerns are involved.

In determining whether to act on an anonymous allegation, we will consider:

- the seriousness of the issue
- the credibility of the concern
- the likelihood of confirming the allegation from available information

If a concern is raised in good faith but is not substantiated, no further action will be taken. If an allegation is found to be malicious, vexatious, or made for personal gain, disciplinary action may be considered.

Procedure for Making a Whistleblowing Allegation

Concerns should be raised in writing to the Company Director, Nigel Jones.



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If the concern involves the Company Director, then the Inclusion and Alternative Provision Team should be the first point of contact.

It is expected that the person receiving the allegation will act as the investigating officer, although they may delegate the investigation if appropriate.

Where concerns cannot be raised internally, they may be raised externally with appropriate bodies such as the Local Authority, the police, or relevant regulatory bodies.

Where the concern relates to safeguarding, procedures within the Safeguarding Policy must be followed immediately.

Response to Whistleblowing

Concerns may result in:

- internal investigation
- referral to the police
- referral to the Local Authority or designated safeguarding services
- other statutory procedures

A written response will normally be provided within 5 working days (except in cases of anonymity or safeguarding urgency). The response will:

- acknowledge receipt
- outline proposed action
- provide an estimated timescale
- confirm whether enquiries have been made or will be made
- explain confidentiality arrangements

Inquiry Process

The investigating officer will:

- investigate the concern and gather evidence
- interview witnesses where necessary
- maintain confidentiality where possible
- refer matters to appropriate external agencies if required

If required, whistleblowers may be accompanied by a trade union representative or colleague not involved in the matter.

The target for completion is 15 working days from the initial response, though this may be extended where necessary.



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Inquiry Report

Following investigation, a written report will be produced and appropriate action taken. This may include disciplinary or grievance procedures.

The whistleblower will be informed of the outcome where appropriate. The report will not include the whistleblower's name unless they have agreed to be identified.

References

- Public Interest Disclosure Act 1998
- Employment Rights Act 1996
- Keeping Children Safe in Education (2024)
- Working Together to Safeguard Children (2023)
- Equality Act 2010
- Data Protection Act 2018 / UK GDPR
- Protect (Whistleblowing guidance)
- Freedom to Speak Up Review (Francis, 2015)

Review

N K Jones
September 2026

Review Date
September 2027