



Whistleblowing Policy

Policy Owner: Lets Make Change

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Approved by: Joseph Fitzpatrick

Version	Date	Author/Reviewed By	Summary of Changes	Approved By	Review Date
1.0	01/06/26	Alex Fitzpatrick	Initial policy created	Joseph Fitzpatrick	June 2027

Let's Make Change (LMC)

Whistleblowing Policy

1. Policy Statement

Let's Make Change (LMC) is committed to maintaining the highest standards of honesty, integrity, openness, accountability and safeguarding.

We encourage all employees, tutors, volunteers, contractors and partners to raise genuine concerns about malpractice, wrongdoing, unlawful conduct or risks to individuals without fear of reprisal.

LMC is committed to ensuring that concerns raised in good faith are taken seriously, investigated appropriately, and managed confidentially wherever possible.

This policy operates in accordance with the Public Interest Disclosure Act 1998 (PIDA) and subsequent amendments.

2. Purpose

The purpose of this policy is to:

- Encourage individuals to raise concerns about wrongdoing;
- Provide a clear procedure for reporting concerns;
- Ensure concerns are investigated fairly and objectively;
- Protect individuals from victimisation or retaliation;
- Promote a culture of openness and accountability;
- Support safeguarding and organisational integrity.

3. Scope

This policy applies to:

- Employees;
- Tutors;
- Volunteers;
- Contractors;
- Agency workers;
- Consultants;
- Former workers where relevant.

The policy covers concerns raised in the public interest relating to:

- Criminal offences;
- Breaches of legal obligations;
- Miscarriages of justice;
- Health and safety risks;
- Safeguarding failures;
- Fraud or financial irregularities;
- Corruption or abuse of authority;
- Environmental damage;
- Deliberate concealment of wrongdoing.

This policy does not replace:

- Grievance procedures;
- Complaints procedures;
- Disciplinary procedures.

Personal employment concerns should normally be addressed through the appropriate organisational policy.

4. Safeguarding Concerns

Concerns relating to the welfare or safety of children must be reported immediately through the Safeguarding and Child Protection Policy.

Safeguarding concerns should not be delayed whilst considering whether they fall under this policy.

The safety and welfare of children will always take priority.

5. Principles

LMC will ensure that:

- Concerns are taken seriously;
- Reports are handled fairly and consistently;
- Investigations are conducted impartially;
- Individuals are protected from victimisation;
- Confidentiality is respected where possible;
- Appropriate action is taken where concerns are substantiated.

Workers are encouraged to raise concerns as soon as possible.

6. Protection for Whistleblowers

Individuals who raise concerns in good faith will not suffer:

- Dismissal;
- Disciplinary action;
- Victimisation;
- Harassment;
- Unfair treatment;
- Detriment to their employment or volunteering role.

Protection applies where an individual:

- Has a genuine concern;
- Reasonably believes the information is true;
- Believes the disclosure is in the public interest.

7. Raising a Concern

Concerns should normally be raised with:

First Instance

- Line Manager;
- Learning Manager;
- Appropriate Supervisor.

Where this is not appropriate, concerns may be raised directly with:

Director

Joseph Fitzpatrick
Director

Designated Safeguarding Lead

Where concerns relate to safeguarding.

Concerns should be made in writing wherever possible and include:

- Details of the concern;
- Relevant dates and times;
- Individuals involved;
- Supporting information or evidence where available.

Individuals are not expected to prove wrongdoing but should provide as much information as possible.

8. Investigation Process

Upon receipt of a concern:

1. The concern will be acknowledged.
2. An initial assessment will be completed.
3. An investigating officer may be appointed.
4. Appropriate enquiries will be undertaken.
5. External agencies may be involved where necessary.
6. Findings will be reviewed by senior management.

Investigations will be conducted promptly, fairly and sensitively.

Where appropriate, individuals will receive feedback regarding the outcome.

9. Confidentiality

LMC recognises that individuals may wish to raise concerns confidentially.

Every reasonable effort will be made to:

- Protect identities;
- Limit disclosure of information;
- Maintain confidentiality during investigations.

However, complete confidentiality cannot always be guaranteed where:

- Legal obligations require disclosure;
- Safeguarding concerns arise;
- Criminal investigations are undertaken.

Where disclosure becomes necessary, this will normally be discussed with the individual beforehand.

10. Anonymous Disclosures

Anonymous concerns may be considered.

However, anonymous reports can be more difficult to investigate.

When considering anonymous disclosures, LMC will take account of:

- The seriousness of the concern;
- The credibility of the information;
- The likelihood of obtaining supporting evidence.

Anonymous disclosures will be assessed on a case-by-case basis.

11. Malicious or False Allegations

Where a concern is raised genuinely and in good faith, no action will be taken if the concern is not substantiated.

However, where an individual knowingly makes:

- False allegations;
- Malicious allegations;
- Vexatious complaints;

disciplinary action or other appropriate action may be considered.

12. External Disclosures

LMC encourages concerns to be raised internally wherever possible.

However, individuals may have the right to raise concerns externally with appropriate prescribed bodies, including:

- The Information Commissioner's Office (ICO);
- Health and Safety Executive (HSE);
- Ofsted;
- Local Authority Safeguarding Teams;
- The Police.

Individuals are encouraged to seek advice before making external disclosures.

13. Record Keeping

Records relating to whistleblowing concerns will:

- Be maintained securely;
- Be treated confidentially;
- Comply with data protection legislation;
- Be retained in accordance with organisational requirements.

14. Related Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy;
- Complaints Policy;
- Grievance Policy;
- Disciplinary Policy;

- Data Protection, Privacy and Information Security Policy;
- Health and Safety Policy;
- Equality, Diversity and Inclusion Policy.

15. Monitoring and Review

This policy will be reviewed:

- Annually;
- Following significant incidents;
- Following legislative changes;
- Following recommendations arising from investigations.