

Whistleblowing Policy for The National Tutoring Academy

Introduction

This policy applies to all individuals associated with The National Tutoring Academy, including employees, contractors, and other external partners. We encourage everyone involved with the Academy to report any suspected fraud, misconduct, or wrongdoing. Addressing such concerns is vital for maintaining the integrity and ethical standards of our organisation.

This policy outlines the procedures for raising concerns and ensures that such concerns will be handled appropriately and confidentially.

Background

The law protects individuals who report legitimate concerns about specific matters, known as "qualifying disclosures." These disclosures must be made in the public interest by someone who reasonably believes that:

- A criminal offence;
- A miscarriage of justice;
- An act posing a risk to health and safety;
- An act causing environmental damage;
- A breach of any legal obligation; or
- Concealment of any of the above

...is occurring, has occurred, or is likely to occur. Proof of the act is not required; a reasonable belief is sufficient. The responsibility for investigating these concerns lies with The National Tutoring Academy.

Individuals who make a protected disclosure are safeguarded from dismissal, victimisation, or any other form of detriment resulting from their disclosure.

If you have concerns about any conduct within the Academy, we encourage you to raise them through the appropriate channels. If you are unsure whether to raise a concern, please consult with your supervisor or the HR department.

Principles

- Everyone should be vigilant in preventing and eliminating any wrongdoing within the Academy. If you observe illegal or unethical behaviour, report it immediately.
- All reports made under this policy will be thoroughly, promptly, and confidentially investigated, with the outcomes communicated to the individual who raised the concern.
- No individual will face retaliation for reporting a concern in good faith. This means that employment status, career progression, or training opportunities will not be negatively impacted due to a legitimate report.
- Retaliation against someone for raising a concern will be treated as a disciplinary offence.
- If misconduct is identified through an investigation, appropriate disciplinary procedures will be followed, along with any necessary external reporting.

- Making a knowingly false accusation is a serious offence and will be subject to disciplinary action.
- Any instruction to cover up wrongdoing is also a disciplinary offence. If you are asked to conceal any concerns, even by someone in a position of authority, you should report the matter to a senior leader within the Academy.

This procedure is designed for reporting issues that do not pertain to breaches of an individual's employment contract. For concerns related to your own employment terms, please refer to our grievance procedure.

Procedure

1. **Reporting Concerns:** Initially, concerns should be raised with your immediate supervisor unless you believe they are involved in the wrongdoing or if you are uncomfortable doing so. In such cases, you should proceed directly to the next step.
2. **Investigation:** Your supervisor will either investigate the matter personally or escalate it to a senior member of staff. The investigation may involve gathering statements from all involved parties. Throughout this process, your input will be considered, and you will be asked to comment on any additional evidence. The findings will be reported to the senior management team, which will take appropriate action, including external reporting if necessary. The outcome of the investigation will be communicated to you, along with any actions taken or reasons for inaction.

3. **Escalation:** If you believe your supervisor is involved in the wrongdoing, has not adequately investigated, or has failed to report the outcome, you should contact the designated whistleblowing officer, Teresa Mavelil, via email:

support@thenationaltutoringacademy.com

Teresa will arrange for another manager to review the investigation and report to senior management as outlined in the previous step. Your identity will remain confidential unless you consent to its disclosure.

4. **External Reporting:** If, after following the above steps, you believe that appropriate action has not been taken, you have the right to report the matter to a relevant external authority.

These may include:

- HM Revenue & Customs;
- The Financial Conduct Authority;
- The Competition and Markets Authority;
- The Health and Safety Executive;
- The Environment Agency;
- The Independent Office for Police Conduct; or
- The Serious Fraud Office.



Data Protection

Any personal data collected as part of a disclosure will be processed in accordance with The National Tutoring Academy's data protection policies. The data will be securely stored and accessed only for the purpose of handling the disclosure.