

## Craftworks College

The Stables, Culnell's Farm, School Lane, Iwade, Kent, ME9 8QJ

**Phone:** 01795 844849

**Email:** collegeoffice@Craftworks College.co.uk

**Website:** www.Craftworks College.co.uk/craftworks

### Social Media

**Facebook:** Craftworks College

**Instagram & Twitter:** @Craftworks College



# Whistleblowing Policy

## Policy Number: CC 2025/007) v4

### 1. Policy Contents:

- 2. What Is Whistleblowing?
- 3. Craftworks College Commitment
- 4. Who does our policy apply to?
- 5. What are the aims of the policy
- 6. What types of concerns are covered?
- 7. Safeguarding and Victimisation
- 8. Confidentiality
- 9. How to raise a concern
- 10. Timescales and procedures
- 11. Independent advice

### 2. What is Whistleblowing?

- Whistleblowing encourages and enables employees to raise serious questions within the organisation rather than overlooking the problem or 'blowing the whistle' outside
- Employees are often the first to realise that there is something wrong within the organisation. However, they may not express their concerns as they feel that speaking up would be disloyal to their colleagues or to the organisation.

### 3. Craftworks College (BrogdaleCIC)'s commitment

- Craftworks College (BrogdaleCIC) is committed to the highest possible standard of openness, probity and accountability. In line with that commitment we expect employees, and others that we deal with, who have serious concerns about any aspect of our work to come forward and voice those concerns.

.... *A creative community helping you grow.*

## Craftworks College

The Stables, Culnell's Farm, School Lane, Iwade, Kent, ME9 8QJ

**Phone:** 01795 844849

**Email:** collegeoffice@Craftworks College.co.uk

**Website:** www.Craftworks College.co.uk/craftworks

### Social Media

**Facebook:** Craftworks College

**Instagram & Twitter:** @Craftworks College



#### 4. Who does the policy apply to?

- This policy applies to all employees, (including those designated as casual hours, temporary, agency, authorised volunteers or work experience) and those contractors working for Craftworks College (BrogdaleCIC) on the premises, for example , agency staff, builders, drivers. It also covers suppliers and those providing services under a contract with Craftworks College (BrogdaleCIC).

#### 5. Policy Aims

- to provide ways for someone to raise in confidence and receive feedback on any action taken.
- to ensure that someone receives a response to your concerns and that someone is aware how to pursue them if unsatisfied with the results
- to reassure someone that they will be protected from possible reprisals or victimisation if they have a reasonable belief that a disclosure has been made in good faith

#### 6. What type of concerns are covered?

- Conduct which is an offence or breach of the law.
- Disclosure related to miscarriages of justice
- Health and Safety risks, including risks to the public as well as other employees
- Damages to the environment
- The unauthorised use of public funds
- Possible fraud and/or corruption
- Sexual or physical abuse of a student, client or employee
- Any other unethical conduct

6.1 Please notes - Other procedures are available to employees e.g. The grievance procedure which relates to disclosures about your own employment. This policy does not replace other disclosures or complaints policies or procedures.

*.... A creative community helping you grow.*

## Craftworks College

The Stables, Culnell's Farm, School Lane, Iwade, Kent, ME9 8QJ

**Phone:** 01795 844849

**Email:** collegeoffice@Craftworks College.co.uk

**Website:** www.Craftworks College.co.uk/craftworks

### Social Media

**Facebook:** Craftworks College

**Instagram & Twitter:** @Craftworks College



## 7. Safeguards

- Craftworks College (BrogdaleCIC) recognises that the decision to report a concern can be a difficult one. If what is being disclosed is true, the person making the disclosure should have nothing to fear from doing their duty to the employer and for those for whom a service is provided.
- The Public Interest Disclosure Act 1999, gives legal protection to employees against being dismissed or penalised by their employees as a result of publicly disclosing certain serious concerns.
- Craftworks College (BrogdaleCIC) will not tolerate any harassment or victimisation and will take appropriate action to protect you when a concern is raised in good faith

## 8. Confidentiality

- All concerns will be treated in confidence and every effort will be made not to reveal the identity of those making a disclosure, if so wished. At the appropriate time however, someone making a disclosure, may need to come forward as a witness.
- This policy encourages those making a disclosure to put their name to the concern whenever possible. Please note that all disclosure must:
  - i. be disclosed in good faith
  - ii. be believed to be substantially true
  - iii. not be an act of maliciousness know to be false allegation
  - iv. not be made to seek personal gain

## 9. How To Raise Your Concern

- As a first step, all concerns should be raised verbally, or in writing, with your immediate line manager. The member of staff who receives and takes note of the disclosure must pass this information, as soon as is reasonably possible, to the appropriate designated person:
  - i. disclosures of malpractice will be investigated by the Managing Director,
  - ii. For disclosures against the managing director, or in any way related to the actions of the managing director, the disclosure should be passed to the Chair of the Board of Directors for Craftworks College who will nominate a member of the board to act as investigator.

*.... A creative community helping you grow.*

## Craftworks College

The Stables, Culnell's Farm, School Lane, Iwade, Kent, ME9 8QJ

**Phone:** 01795 844849

**Email:** collegeoffice@Craftworks College.co.uk

**Website:** www.Craftworks College.co.uk/craftworks

### Social Media

**Facebook:** Craftworks College

**Instagram & Twitter:** @Craftworks College



iii. disclosures against the chair of the board of directors, should be investigated by the Managing director.

- The line-management can be by-passed and disclosure can be taken directly to the Chair of the Board of Craftworks College. The Chair has the right to refer the disclosure back to the the line-management if they feel there is no conflict of interest and they can appropriately investigate the disclosure

## 10. Timescales and procedure

- Due to the varied nature of disclosures, which may involve internal investigators and/or The Police, it is not possible to lay down a precise timescale for an investigation. However, the investigator should ensure that any investigations are undertaken as quickly as possible without affecting the quality and depth of those investigations.
- The investigator should, as soon as is practically possible, send a written acknowledgement of the concern to the discloser and thereafter, report back in writing the outcome of the investigation and the action(s) proposed.
- If the investigation is a prolonged one, the investigator should keep all parties informed, in writing, of the progress of the investigation and include expectation as to when it is likely to be concluded.
- All responses should be in writing and can be sent to a home address on request.

## 11. Independent advice

For independent advice please call:

**Public Concern At Work**

**Website:** www.pcaw.co.uk

**Helpline:** 020 7404 6609

**Email:** whistle@pcaw.co.uk

.... *A creative community helping you grow.*

## Craftworks College

The Stables, Culnell's Farm, School Lane, Iwade, Kent, ME9 8QJ

**Phone:** 01795 844849

**Email:** collegeoffice@Craftworks College.co.uk

**Website:** www.Craftworks College.co.uk/craftworks

### Social Media

**Facebook:** Craftworks College

**Instagram & Twitter:** @Craftworks College



## Policy Review

This Policy is reviewed annually and was updated September 25 (Deputy Head). This Policy will be reviewed 31st August 26 prior to the start of the new academic year.

*.... A creative community helping you grow.*