

1. Policy Statement

ACT 2 CAM prioritises the safety, wellbeing, and protection of all students, staff, parents, and stakeholders. We are committed to the highest standards of integrity, transparency and accountability in all our activities.

We aim to foster an environment where staff and workers feel confident to raise concerns about wrongdoing without fear of victimisation, harassment, or unfair treatment.

This policy is aligned with the Public Interest Disclosure Act 1998 (PIDA) and the government's guidance on protected disclosures.

2. Purpose

The purpose of this policy is to:

- Enable employees and workers to raise concerns in the public interest
- Protect individuals from detriment, discrimination or retaliation
- Ensure that concerns are taken seriously, investigated promptly and managed appropriately
- Support ACT 2 CAM's safeguarding, governance and regulatory responsibilities

3. Who This Policy Applies To

This policy applies to:

- Employees of ACT 2 CAM (including trainees and apprentices)
- Contracted workers and freelancers working on behalf of ACT 2 CAM
- Volunteers working in regulated activity

Parents, students, contractors and members of the public may raise concerns through the ACT 2 CAM Complaints Procedure.

Those not classed as workers under PIDA may also raise concerns externally through a Prescribed Person or Body:

<https://www.gov.uk/whistleblowing>

4. What Is Whistleblowing?

Whistleblowing is the disclosure of information in the public interest relating to:

- Criminal activity (e.g. fraud, theft, bribery)
- Failure to comply with legal or regulatory obligations
- Safeguarding failures or risks to children and young people
- Health and safety risks
- Financial mismanagement or misappropriation of funds
- Abuse of power, malpractice or maladministration
- Environmental risks

- Deliberate concealment of wrongdoing
- Discrimination, harassment, or serious misconduct

Concerns must be raised in good faith, even if they later prove unfounded.

This policy does not apply to personal employment grievances (which must be raised through the Grievance Procedure).

5. Protection for Whistleblowers

Under this policy, a whistleblower is protected if they:

- Act in good faith
- Reasonably believe the information is true
- Believe the disclosure is made in the public interest
- Raise the concern through appropriate channels

ACT 2 CAM will:

- Take all reasonable steps to protect individuals from retaliation
- Treat disclosures seriously
- Investigate fairly and impartially

Malicious or knowingly false disclosures may result in disciplinary action.

6. Anonymous Disclosures

Anonymous disclosures will be considered at the discretion of the Leadership Team. When deciding whether to investigate, ACT 2 CAM will consider:

- The seriousness of the concern
- The credibility of the information
- The likelihood of obtaining evidence

Anonymous reports are harder to investigate and individuals are encouraged, where possible, to disclose their identity confidentially.

7. Confidentiality

ACT 2 CAM will make every effort to protect the identity of whistleblowers. Disclosure of identity may only occur where legally required, including:

- Police or law enforcement investigations
- Court proceedings
- Regulatory bodies (e.g. Ofsted)

Information will be handled securely and in line with UK GDPR and data protection law.

8. How to Raise a Concern

Internal Reporting Routes

1. Line Manager (first point of contact)
2. If inappropriate → Member of the Leadership Team
 - Email: info@act2cam.com
3. If the concern involves a Leadership Team member → Ofsted
 - Tel: 0300 123 4666
 - Email: enquiries@ofsted.gov.uk

Safeguarding Concerns

All safeguarding-related whistleblowing concerns must immediately be reported to:

Designated Safeguarding Lead (DSL):

Stephen Woods – 07973 869477

Deputy DSL:

Tanya Card 07525 835655

9. Information Required

Where possible, disclosures should include:

- Nature of the concern
- Dates and times
- Names of individuals involved
- Any witnesses
- Supporting evidence

This information enables appropriate investigation and external referral where required.

10. Handling of Disclosures

Upon receipt of a disclosure:

1. Written acknowledgment within 5 working days
2. Immediate notification to the Leadership Team
3. Initial review within 10 working days
4. Decision to:
 - Accept for full investigation, or
 - Reject with clear reasons
5. Full investigations normally completed within 20 working days
6. Whistleblower informed of:
 - Outcome
 - Any actions taken (where appropriate)

Where necessary, ACT 2 CAM will refer matters to:

- Ofsted
- Police
- Local Authority
- Funding or regulatory bodies

11. No Right of Appeal

The outcome of a whistleblowing investigation is final. If factual inaccuracies or omissions are identified, these may be submitted to the investigating Manager for review.

12. Links to Other Policies

This policy operates alongside:

- Safeguarding & Child Protection Policy
- Behaviour Management Policy
- Health & Safety Policy
- Complaints Procedure
- Disciplinary & Grievance Procedures

13. Training & Awareness

- Whistleblowing is covered in:
 - Staff induction
 - Annual safeguarding updates
- Staff are reminded regularly of their right to raise concerns safely.

Monitoring & Review

The Director and Leadership Team will review this policy annually or sooner if legislation or operational requirements change

Externally Audited: January 2026

Next review: January 2027