

TITLE: Whistle Blowing Policy	REF: HSA010	VERSION: 5
APPROVAL BODY: GM	DATE: 1.10.2020	REVIEW: June 2027
LEAD PERSON: GM		
VERSION	REVIEWER/APPROVAL SIGNATURE	REVIEW NOTES
Version 1 – 01.10.2019	<i>John Pitchforth</i>	On behalf of the Leadership Team
Version 2 – 01.10.2020	<i>John Pitchforth</i>	On behalf of the Leadership Team
Version 3 – 14.10.2021	<i>John Pitchforth</i>	On behalf of the Leadership Team
Version 4 – 04.03.2025	<i>John Pitchforth</i>	On behalf of the Leadership Team
Version 5 – 01.06.2026	<i>Georgie Mann</i>	On behalf of the Senior Management Team

Whistle Blowing Policy

Policy Statement

Heritage Skills Academy is committed to the highest possible standards 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 Heritage Skills Academy's work to come forward and voice those concerns.

This policy is underpinned by the **Public Interest Disclosure Act 1998** and employment protections under the **Employment Rights Act 1996**, which provide legal safeguards for whistleblowers.

Policy Purpose

All Heritage Skills Academy staff have protection under whistleblowing laws if they raise concerns in the correct way. HSA hopes that individuals will feel comfortable raising issues with their managers informally. Should they not feel comfortable doing this for any reason, this policy is designed to give staff opportunity to formally raise concerns.

The purpose of this policy is to:

- Encourage staff to report suspected wrongdoing as soon as possible, in the knowledge that their concerns will be taken seriously and investigated as appropriate, and that their confidentiality will be respected.
- Provide staff with clear routes for raising concerns.
- Reassure staff that they will be protected from reprisals or detriment if they raise genuine concerns in good faith, even if mistaken.

Contents

1. Aim	2
2. Definitions	2
3. Policy	2
4. Safeguards and Victimisation	3
5. Confidentiality	3
6. How to Raise a Concern	3
7. Responding to Concerns Raised	3
8. Protection and Support for those Raising Concerns	3
9. Monitoring Arrangements.....	4

1. Aim

- To encourage staff to raise concerns confidently.
- To provide clear routes for escalation and feedback.
- To ensure concerns are taken seriously and acted upon.
- To ensure protection from victimisation where concerns are raised in good faith.

2. Definitions

Whistleblowing encourages and enables employees to raise serious concerns within Heritage Skills Academy rather than overlooking a problem or 'blowing the whistle' outside.

Employees are often the first to realise that something may be wrong. However, they may hesitate to raise concerns due to fear of disloyalty or repercussions.

3. Policy

Who does the Policy apply to?

The policy applies to all employees, including contract staff, sub-contractors, partners, stakeholders and contractors working for Heritage Skills Academy. It also applies to suppliers and service providers working under contract.

What Types of Concerns are Covered in the policy?

- Conduct which is an offence or breach of law
- Safeguarding concerns
- Failure to comply with legal obligations
- Miscarriages of justice
- Health and safety risks
- Environmental damage
- Fraud and corruption
- Misuse of public funds
- Sexual, physical or other abuse
- Unethical or unprofessional conduct
- Behaviour that undermines expected standards of integrity

4. Safeguards and Victimisation

Heritage Skills Academy recognises that the decision to report a concern can be a difficult one to make. Heritage Skills Academy will not tolerate harassment, victimisation, or detriment against any individual raising concerns in good faith.

Any retaliation will be treated as a disciplinary matter.

5. Confidentiality

All concerns will be treated in confidence.

Every effort will be made not to reveal identity, but this may not always be possible if required for investigation or legal compliance. Anonymous concerns will still be considered but may limit the ability to investigate fully.

6. How to Raise a Concern

Concerns should normally be raised with a line manager.

If inappropriate, concerns may be raised with:

- Senior management
- A Designated Safeguarding Lead (DSL) or Deputy DSL for safeguarding concerns
- The nominated Whistleblowing Officer – Georgie Mann gm@heritageskillsacademy.co.uk

Where concerns relate to safeguarding or senior leadership, escalation beyond normal management lines may be appropriate. External reporting routes may include regulators or prescribed bodies. A list of prescribed persons and bodies is available on the GOV.UK [Raising a Concern \(Whistleblowing\) Policy - GOV.UK](#)

7. Responding to Concerns Raised

- Concerns will be acknowledged and reviewed promptly
- A proportionate investigation will be undertaken
- External investigators may be appointed if required
- Meetings may be arranged to clarify concerns
- Outcomes will be communicated where appropriate

All concerns will be recorded securely and handled in accordance with data protection requirements.

8. Protection and Support for those Raising Concerns

Individuals will be protected from victimisation and detriment. Malicious allegations made without reasonable belief may result in disciplinary action.

9. Monitoring Arrangements

This policy will be reviewed by the General Manager annually. Effectiveness will also be monitored through analysis of whistleblowing cases and safeguarding incidents.