Whistleblowing Policy

1. Policy Statement

FlexTeach encourages a free and open culture in dealings between its managers, employees, and all people with whom it engages in business and legal relations. Effective and honest communication is essential for addressing concerns about breaches or failures effectively and ensuring the FlexTeach’s success. This policy is designed to provide guidance to all those who work with or within the FlexTeach who may feel the need to raise certain issues confidentially.

Workers who, in the public interest, raise genuine concerns under this policy will not under any circumstances be subjected to any form of detriment or disadvantage because of having raised their concerns.

2. Background

The Public Interest Disclosure Act 1998 recognized that workers have the right to “blow the whistle” and disclose certain information, such as fraudulent activities, malpractice, and/or concerns about health and safety. The Act introduced specific rights for those who disclose information to a third party about an alleged wrongdoing under defined circumstances.

To qualify for protection under the Act:

- The disclosure in question must relate to one of the specified categories contained within the Act.

- The disclosure must be made in one of the ways specified by the Act.

3. Scope of Disclosure

This policy applies when workers genuinely believe that one of the following circumstances is occurring, has occurred, or may occur within the FlexTeach, and it is in the public interest to disclose it:

- A criminal offense has been committed, is being committed, or is likely to be committed.

- A person has failed, is failing, or is likely to fail to comply with any legal obligation.

- A miscarriage of justice has occurred, is occurring, or is likely to occur.

- The health or safety of an individual has been, is being, or is likely to be endangered.

- The environment has been, is being, or is likely to be damaged.

- Information tending to show any of the above has been, is being, or is likely to be deliberately concealed.

4. Reporting Procedure

We encourage anyone with a genuine concern to raise it by providing the facility to make the complaint to someone who has no direct involvement with the issue. The issue should be reported to a director or another responsible person in a senior position. If there is not a sufficiently senior person to deal with the complaint within the organization, external routes should be considered, as set out by the Act.

When reporting a concern:

- Describe the incident in detail, including what happened, when, and where.

- If you choose to report anonymously, ensure that your report does not reveal your identity.

Do not wait until you have proof or investigate the matter yourself; a reasonable suspicion will suffice, meaning that you reasonably believe that the information disclosed is substantially true.

5. Confidentiality and Protection

The identity of the reporter will be kept confidential during follow-up and in case of questions and discussions unless FlexTeach is required by law to disclose it. If disclosure is necessary, the reporter will be informed. We guarantee that the reporter will not face reprisals because of reporting, either at the time of the report or later.

6. Exceptions

The following disclosures will not qualify for protection:

- If the person making the disclosure commits an offense by doing so.

- Matters covered by legal, professional privilege, such as correspondence between the employer and their lawyers regarding a specific case.

Employees who make false allegations maliciously may be subject to appropriate disciplinary action. This Whistleblowing Policy does not cover private grievances, including complaints about individual employment matters. A ‘whistle-blower’ is a witness, not a complainant.

7. External Reporting

If you have already submitted your report and are dissatisfied with the handling, you can report externally. Refer to the Public Interest Disclosure Act 1998 for guidance on external reporting routes. The following external bodies can provide further information and advice:

- \*\*Public Concern at Work\*\*: Confidential helpline at 020 7404 6609, [www.pcaw.co.uk](http://www.pcaw.co.uk)

- \*\*Advisory, Conciliation and Arbitration Service (ACAS)\*\*: Helpline at 0300 123 1100, open Monday to Friday from 8 am to 8 pm, and Saturday from 9 am to 1 pm, [www.acas.org.uk](<http://www.acas.org.uk>)

If you are a member of a recognized trade union, seek information and advice from your trade union representative.

8. Policy Amendment

This policy does not form part of any contract; FlexTeach reserves the right to amend this policy at any time without prior notice.

Contact Information

For further queries about this policy, contact:

- \*\*Email\*\*: info@FlexTeach.co.uk

- \*\*Phone\*\*: unknown

- \*\*Hours\*\*: Mon-Fri 7 am-5 pm

This policy aims to provide a comprehensive and unified approach to whistleblowing across our organization, ensuring clarity, protection, and proper handling of all reports.