

# Whistleblowing Policy

Updated April 2022

UK Guardians requires all staff to uphold the law and place the safety of others at the forefront of their duties. For this reason, we encourage whistleblowing in the following instances:

- someone's health or safety is in danger
- actions that negatively affect the welfare of children (not only WHG students)
- damage to the environment
- a criminal offence
- not obeying the law
- covering up wrongdoing

Where staff have concerns, they should aim to report it internally first before using an external 'prescribed person or body'. Making a report to an external person may only be undertaken where the staff member thinks UK Guardians will cover the matter up, would treat them unfairly if they complained or have raised the matter before, but the concern hasn't been dealt with.

## **Protection**

This policy is designed to offer protection to those employees of the Company who disclose such concerns provided the disclosure is made:

- in good faith
- in the reasonable belief of the individual making the disclosure that it tends to show malpractice or impropriety and if they make the disclosure to an appropriate person (see below). It is important to note that no protection from internal disciplinary procedures is offered to those who choose not to use the procedure. In an extreme case malicious or wild allegation could give rise to legal action on the part of the persons complained about.

## **Confidentiality**

The Company will treat all such disclosures in a confidential and sensitive manner. The identity of the individual making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation. However, the investigation process may reveal the source of the information and the individual making the disclosure may need to provide a statement as part of the evidence required.

## **Anonymous Allegations**

This policy encourages individuals to put their name to any disclosures they make. Concerns expressed anonymously are much less credible, but they may be considered at the discretion of the Company. In exercising this discretion, the factors to be taken into account will include:

- The seriousness of the issues raised
- The credibility of the concern
- The likelihood of confirming the allegation from attributable sources

**Staff members with concerns should follow these steps:**

1) Contact UK Guardians Directors

- Helen Herridge – [helen@ukguardians.co.uk](mailto:helen@ukguardians.co.uk)
- Luke Herridge – [luke.herridge67@gmail.com](mailto:luke.herridge67@gmail.com)
- Jack Herridge – [Jack@educamps.co.uk](mailto:Jack@educamps.co.uk)

(If the issue involves a UK Guardians member a suitable impartial representative will be involved.)

2) Contact our accrediting bodies

AEGIS

The Wheelhouse, Bond's Mill Estate

Bristol Road

Gloucestershire

GL10 3RF

Tel: +44 (0) 1453 821293

[info@aegisuk.net](mailto:info@aegisuk.net)

Or

British Council

+44 (0)161 957 7755

3) If the concern involves an immediate threat to a child's safety, the Police should be contacted on 101. If the student is under 16 years old, the Local Authority should be contacted immediately.

For further help you can call the NSPCC helpline:

[help@nspcc.org.uk](mailto:help@nspcc.org.uk)

0800 028 0285 8am-8pm, Monday to Friday

**Policy Review Date: 1st April 2023**