



## **Prudentia Education Whistleblowing Policy**

### **Introduction and Responsibility**

Prudentia Education is committed to maintaining the highest ethical standards. All members of the Prudentia community have a responsibility to report violations or suspected violations of laws, regulations, Organisation policy or procedure, inappropriate behaviour regarding business practices, accounting or book keeping, or use of organisation resources. The organisation has a responsibility to investigate and report to appropriate parties allegations of suspected improper activities and to protect those employees, who, in good faith, report these activities to the appropriate authority.

### **Reporting**

Normally, a report by an employee of allegations of suspected improper activity should be made to the reporting employee's immediate supervisor. However, when there is a potential conflict of interest, such reports may be made outside of the traditional reporting mechanism. Reports may be made in person, by mail or telephone to the Principal in these circumstances. Such a report is known as a protected disclosure. Organisation employees and applicants for employment who make a protected disclosure are protected from retaliation.

Submit written reports in a sealed envelope directed to the Principal marked "Confidential - Whistle blowing policy". Sufficient information should be provided in order that an investigation may be conducted. This report may be submitted anonymously. Written reports will be forwarded, unopened, to the Chair of the Prudentia Education Management Committee.

If concerns are raised against the Principal or Head of Education as proprietors and members of the Management Committee, staff may follow the same procedure, but submit the reports unopened, directly to the Chair of the Management Committee, Mr Frank Madariaga, who will immediately refer the concerns to the LADO who will act independently to ensure that matters are investigated appropriately.

**\*If concerns are directly related to children referred by Liverpool City Council, concerns can be directly shared with Liverpool City Council Alternative Provision Team (APT) on 0151 233 0626 or [apt@liverpool.gov.uk](mailto:apt@liverpool.gov.uk)**

## **Process of Investigation**

Allegations will be forwarded to the Chair of the Management Committee, who will initiate communication the investigation. The Management Committee may enlist outside legal, accounting, or other advisors, as appropriate to conduct any investigation. If the investigation establishes that a violation of law, external regulation or organisation policy occurred, appropriate action will be based upon law and organisation policy.

## **Protection to Whistle-blowers and Penalties to Retaliators**

Whistleblowing complaints will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law. Generally this means that whistle-blower complaints will only be shared with those who have a need to know, so that the organisation can conduct an effective investigation, determine what action to take based on the results of any such investigation, and in appropriate cases, with the police. Should disciplinary or legal action be taken against a person or persons as a result of a whistle-blower complaint, such persons may be entitled to the information as a matter of disclosure via organisation disciplinary proceedings.

Whistle-blowers who believe that they have been retaliated against may forward a complaint to the Principal. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

The organisation will take the appropriate action to prevent and correct violations of this Whistle-blower Policy; such action shall be in accordance with applicable laws and regulations, organisation policies and procedures, and any applicable collective bargaining agreements. All internal complaints will be investigated promptly and with the discretion, and all information obtained will be handled on a “need to know” basis. At the conclusion of an investigation, as appropriate, remedial and/or disciplinary action will be taken where the allegations are verified and/or otherwise substantiated. An employee who retaliates against someone who has reported or suspected violation in good faith is subject to discipline up to and including termination of employment.

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