ACCEPTING BEHAVIOUR

POLICY

WHISTLEBLOWING

This policy outlines our approach to ensuring staff can raise concerns about malpractice or wrongdoing without fear of reprisal.

Whistleblowing Policy

Introduction

Accepting Behaviour Ltd is committed to the highest standards of openness, integrity, and accountability. This policy outlines our approach to ensuring staff and service users or their families can raise concerns about malpractice or wrongdoing without fear of reprisal. This policy applies to all employees and volunteers working remotely within students' homes or community settings such as libraries.

Legal Framework

This policy is in compliance with the Public Interest Disclosure Act 1998, which protects individuals who make certain disclosures of information in the public interest.

Purpose

- To encourage employees and others to feel confident in raising serious concerns and to question and act upon concerns about malpractice.
- To provide avenues for employees to raise concerns and receive feedback on any action taken.
- To ensure that employees receive a response to their concerns and are aware of how to pursue them if they are not satisfied.
- To reassure employees that they will be protected from possible reprisals or victimization if they have a reasonable belief that they have made a disclosure in good faith.

Scope

This policy applies to, but is not limited to, allegations about any of the following:

- Conduct which is an offence or a breach of law.
- Failure to comply with a legal obligation.
- Miscarriages of justice.
- Health and safety risks, including risks to the public as well as other employees.
- Damage to the environment.
- The unauthorised use of public funds.
- Possible fraud and corruption.

- Sexual or physical abuse of students or others.
- Other unethical conduct.

Principles

1. **Confidentiality**: All concerns will be treated in confidence and every effort will be made not to reveal the whistleblower's identity if they so wish. At the appropriate time, however, the whistleblower may need to come forward as a witness.
2. **Anonymous Allegations**: This policy encourages individuals to put their name to their allegation whenever possible. Concerns expressed anonymously will be considered, but they may be less likely to result in effective action due to the lack of supporting evidence.
3. **Untrue Allegations**: If an individual makes an allegation in good faith, which is not confirmed by subsequent investigation, no action will be taken against that individual. If, however, an individual makes malicious or vexatious allegations, disciplinary action may be taken against them.

Procedure for Raising a Concern

1. **Step 1: Raising a Concern Internally**
   - Concerns should be raised with the employee's immediate manager or supervisor. If the concern involves the manager or supervisor, it should be raised with a more senior manager or the Health and Safety Officer.
   - If the employee feels unable to raise the matter with their manager, they can approach the designated Whistleblowing Officer:
     - Name: Jayne Yorke
     - Email: Jayne@acceptingbehaviour.com

2. **Step 2: Formal Written Disclosure**
   - The whistleblower should provide a detailed written statement of the concern, including any supporting evidence.
   - The disclosure should be sent to the Whistleblowing Officer (See above)

3. **Step 3: Investigation**
   - The Whistleblowing Officer will acknowledge receipt of the concern within five working days.
   - An initial assessment will be conducted to determine the appropriate action. This may involve an internal inquiry or a more formal investigation.

- The whistleblower will be informed of the outcome of the initial assessment and whether a full investigation will follow.
- During the investigation, the Whistleblowing Officer will keep the whistleblower informed of the progress and any interim measures taken.

4. **Step 4: Outcome of the Investigation**
   - Once the investigation is complete, a report will be prepared outlining the findings and any recommended actions.
   - The whistleblower will be informed of the outcome of the investigation and any actions that will be taken.

5. **Step 5: Escalation**
   - If the whistleblower is not satisfied with the outcome, they have the right to escalate the matter to the Managing Director or an external body such as:
     - The Education and Skills Funding Agency (ESFA)
     - The Local Authority Designated Officer (LADO)
     - Ofsted
     - The Health and Safety Executive (HSE)
     - The Charity Commission

Protection for Whistleblowers

- **Protection Against Reprisal**: Accepting Behaviour Ltd will not tolerate any form of harassment, victimisation, or retaliation against individuals who raise concerns in good faith. Any such behaviour will be treated as a serious disciplinary offence.
- **Support for Whistleblowers**: The company will provide support to whistleblowers, which may include counselling services or access to an independent advisor.

Monitoring and Review

- The Whistleblowing Officer will maintain a record of all concerns raised and the outcomes.
- This policy will be reviewed annually by the senior management team to ensure its effectiveness and compliance with legal requirements.

Conclusion

Accepting Behaviour Ltd is committed to maintaining a culture of openness, integrity, and accountability. By adhering to this Whistleblowing Policy, we aim to provide a safe

and supportive environment where employees can raise concerns without fear of reprisal, ensuring the highest standards of conduct and safeguarding within our organisation.

By following this Whistleblowing Policy, Accepting Behaviour Ltd aims to protect its staff and uphold the integrity and ethical standards of the organisation, ensuring a safe and supportive environment for all.

Approval and Review.

This policy was approved by the managing directors Aaron Yorke and Jayne Yorke and is reviewed/updated yearly.

Date	**Reviewed by Aaron Yorke** (Managing Director)	**Reviewed by Jayne Yorke** (Managing Director)
August 2023 *Created*		
	Date: August 15th 2023	Date August 15th 2023
June 2024 *Reviewed/updated*		
	Date: June 8th 2024	Date June 6th 2024
June 2025		
	Date	Date