

IMPACT ALTERNATIVE LEARNING WHISTLEBLOWING POLICY – FULL STATUTORY VERSION

1. INTRODUCTION

This policy sets out the procedures for reporting serious concerns relating to malpractice, safeguarding, misconduct, or unlawful activity within Impact Alternative Learning. It forms a key part of the safeguarding framework and must be read alongside the Safeguarding and Managing Allegations policies.

All staff have a professional and moral duty to raise concerns where they believe that a child, colleague, or the organisation is at risk. Failure to raise concerns may result in disciplinary action.

2. POLICY STATEMENT

Impact Alternative Learning is committed to the highest standards of openness, honesty, and accountability. We actively encourage a culture where staff feel confident to raise concerns without fear of victimisation, discrimination or disadvantage.

This policy ensures that concerns are handled appropriately, investigated thoroughly, and escalated where necessary to external agencies including the Local Authority Designated Officer (LADO), police or Ofsted.

3. SCOPE

This policy applies to all individuals working at or on behalf of Impact Alternative Learning including employees, volunteers, contractors, agency staff and visitors.

Group	Included
Employees	✓
Volunteers	✓
Agency staff	✓
Contractors	✓
Visitors	✓

4. WHAT SHOULD BE REPORTED

Whistleblowing concerns are those that are in the public interest and relate to serious wrongdoing. This includes, but is not limited to:

Category	Examples
Safeguarding	Abuse, neglect, inappropriate staff conduct
Criminal activity	Fraud, theft, illegal acts
Health & Safety	Serious risk or unsafe environment
Professional misconduct	Breach of standards
Cover-ups	Failure to report concerns

5. SAFEGUARDING PRIORITY

Any concern involving a child must be treated as a safeguarding concern first. Staff must not delay reporting or attempt to investigate themselves.

Concerns must be reported immediately to the Designated Safeguarding Lead (DSL). If the concern relates to the DSL, it must be escalated to the Principal or directly to the LADO.

6. REPORTING PROCEDURE

Concerns should be raised as soon as possible. Reports can be made verbally or in writing and should include relevant details such as dates, individuals involved, and nature of concern.

Scenario	Action
Safeguarding concern	Report immediately to DSL

Concern about DSL	Report to Principal
Concern about Principal	Report to LADO
Immediate risk	Call emergency services

7. RESPONSE AND INVESTIGATION

All concerns will be taken seriously and investigated appropriately. The level of investigation will depend on the nature of the concern.

Initial enquiries may be undertaken to determine whether a full investigation is required. Where safeguarding concerns are raised, external agencies will be contacted immediately.

Stage	Timeframe
Acknowledgement	Within 48 hours
Initial review	Within 5 working days
Outcome	Within 10 working days

8. LADO REFERRALS

Any allegation against a member of staff will be referred to the Local Authority Designated Officer (LADO) in line with statutory guidance. No internal investigation will begin until LADO advice is received.

9. PROTECTION FOR WHISTLEBLOWERS

All whistleblowers are protected under the Public Interest Disclosure Act. Impact will not tolerate any form of victimisation or retaliation.

Protection	Detail
Confidentiality	Identity protected where possible
Support	Staff supported throughout process
No victimisation	Disciplinary action if breached

10. FALSE ALLEGATIONS

If a concern is raised in good faith, no action will be taken if it is not substantiated. However, malicious or deliberately false allegations may result in disciplinary action.

11. RECORDING AND MONITORING

All concerns will be recorded, monitored and reviewed. Patterns of concern will be analysed to improve safeguarding and organisational practice.

12. TRAINING

All staff receive whistleblowing training as part of induction and ongoing professional development. This ensures all staff understand their responsibilities and reporting pathways.

APPENDIX A – REPORT FORM

Field	Details
Date	
Concern	
People involved	
Evidence	
Action taken	