

## WHISTLE BLOWING POLICY

### 1. Purpose

All companies face the risk of things going wrong; to help prevent this Redoor Education seeks to promote a culture of openness.

- Establishing a clear procedure for staff on how to raise concerns of suspected wrongdoing within the workplace;
- Ensuring protection from victimization, detriment or dismissal for staff who speak out against corruption and malpractice.
- Reassuring staff that they should be able to raise genuine concerns in good faith without fear of reprisal, even if the concerns turn out to be mistaken.

This Policy also ensures compliance with current legislation and codes of practice.

This Policy applies to all Redoor Education staff including homestay; local coordinator; contract staff; employees; senior manager; directors (collectively referred to as 'staff' in the policy).

### 2. Definitions

The word 'Whistle blowing' in this policy refers to the disclosure internally or externally by staff of malpractice, as well as illegal acts or omissions at work. Accordingly, the word 'Whistleblower' in this Policy refers to the member(s) of staff disclosing such malpractice, illegal act or omission at work.

### 3. Procedure

#### Stage One - Raising Concerns

If there is any reasonable suspicion that there has been a violation of our Code, Policy, or law or regulation, or if an individual has witnessed what is believed to be illegal or unethical behavior in our workplace, employees have a responsibility to report this promptly.

The head office team is the most appropriate person to talk to about your questions or concerns. If your Manager is not able to resolve your question or concern, or if talking to them would be inappropriate based on the situation you are dealing with, **may be reported via the contact 0800 028 0285 between 8am and 8pm Monday to Friday or you can Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk). In addition, you can contact **Protect 020 3117 2520, Website: [www.pcaw.co.uk](http://www.pcaw.co.uk)****

The person with whom the Whistleblower raises their concerns is responsible for reviewing the reported issue and determining if they have the authority and responsibility to review the issue. The individual assigned to investigate the issue is the 'Investigation Officer'.

The Investigation Officer is responsible for gathering facts and information from witnesses  
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and others who may have information regarding the matter. This would typically include interviewing the person who raised the concern. The Investigation Officer would be responsible, along with any other individuals that assist or participate in the investigation, with maintaining confidentiality. The Investigation Officer is also responsible for explaining the confidentiality and non-retaliation policy to all relevant parties.

In addition to performing interviews, the investigation officer may request written summaries of concerns and facts from witness.

**Stage Two - Investigation**

The investigation may need to be carried out under the terms of strict confidentiality.

**Stage Three - Outcome**

The Investigating Officer will brief the director or in certain circumstance, the Director know for the purpose of this policy as the 'Designated Officer', as to the outcome of the investigation. The Designated Officer will then arrange a meeting with the Whistleblower to give feedback on any action taken (this will not include details of any disciplinary action taken, which will remain confidential to the individual concerned).

**External Disclosure**

If the Whistleblower is not satisfied with the outcome of the investigation, or if they believe the nature of the matter warrants disclosure to external parties such as the police or other regulatory authorities, Redoor Education recognizes the lawful rights of staff and ex-staff to make reports to these parties.

**We are committed to reviewing our policy and good practice annually.**

This policy was last reviewed on: .....30/11/2022.....



Signed: ..... DSL: Tina Qi.....

Date: .....30/11/2022.....