

Whistleblowing Policy

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Current Version number	January 2023 v4	Review date	January 2024
Published on website	Yes	Related policies and/or procedures	Student Handbook Data Protection Policy and Procedures Terms and Conditions Complaints Policy The London College Prevent Strategy Equality and Diversity Policy General Health and Safety Policy
Relation to QAA requirements (parts of code covered)			
Informed by UK Quality Code Core Practices for Standards and Quality			

Raising a Genuine Concern (Whistleblowing) Policy and Procedure

1. Introduction

The London College is committed to honesty and openness and to achieve the highest possible ethical standards in public life.

This policy enables employees to raise concerns about the conduct of other College staff or Members of the Board of Directors in a confidential manner to report any malpractice or illegal practice, ex-employees.

This policy and procedure has been written to take account of the Public Interest Disclosure Act 1998, which protects workers making disclosures about certain matters of concern, where those disclosures are made in accordance with the

This policy also has regard to the provisions of the Employment Rights Act 1996, which protects employees who take action over, or raise concerns about, health and safety at work.

2. Responsibility and Implementation

The Managing Director & CEO is responsible as the designated officer for ensuring there is a element of practice in the College.

The Managing Director & CEO receives concerns under this policy and determines further investigatory work required.

Whistleblowing provides a channel and process for individual employees to raise genuine and legitimate concerns. It also gives the College an opportunity to investigate these concerns and take appropriate action so that the matter is resolved effectively within the organisation.

The London College will not tolerate any harassment or victimisation of a whistle-blower (including informal pressures), and will treat this as a serious disciplinary offence, which will be dealt with

If an employee makes a disclosure on one or more of the types of matters listed above and they have a reasonable belief that the concern is real and they are acting in good faith, the employee will not suffer any detriment, even if after investigation it transpires that the concern is unfounded.

Employees are requested under this policy to identify themselves when whistleblowing so that the issue can be vigorously investigated and their identity will be protected during the investigation and required by law to do so.

If the situation arises where the College is unable to resolve the concern without revealing the identity (for instance, through a witness statement in a disciplinary hearing or the

matter should proceed.

3.3 Whistleblowing Procedure

so in writing directly to the Managing Director & CEO or their line manager. The issue will be treated in strictest confidence on receipt.

Any line manager receiving a concern under this policy from one of their direct reports must forward the matter immediately to the Managing Director & CEO.

If the member of staff feels unable to approach their line manager or the Managing Director & CEO directly with their concern, they may report TJETBT/F2 10.98 Tfor am-22(di)-2(rec)-3(tly(l)3)-22(1o

constitute a whistleblowing
issue as per Section 3.1 of this policy.

Any investigation under this Whistleblowing policy will normally be conducted by the Company Secretary as Investigating Officer. If the issue raised relates to the Company Secretary the Managing Director & CEO will nominate an appropriate member of the Strategic Leadership Team to conduct the required preliminary investigation.

When an issue raised under this policy concerns a potential issue of gross misconduct against a member of College staff, the Managing Director & CEO may require to suspend a

- The matter concerned is already the subject of legal proceedings, or has already been referred to the police, an external auditor, or other relevant public authority.

If that there is a case to be answered by any individual, the relevant College Disciplinary Procedure will be used and any other external agencies contacted as might be required, i.e. the police, the relevant professional body, trade union representative, etc.

Where there is no case to answer, but the employee held a genuine concern and was not acting maliciously, the Managing Director & CEO will ensure that the employee suffers no reprisals.

Only where false allegations are made maliciously will it be considered appropriate to act against the whistle-blower under the terms of the relevant Disciplinary Procedure.

Following consideration of the initial investigation by the Managing Director & CEO, the Investigating Officer will arrange a meeting with the whistle-blower to give feedback on any action to be taken.

This will not include details of any disciplinary action against another member(s) of staff, which will remain confidential to the individual(s) concerned, but will outline the nature of the steps being taken to rectify the situation.

The feedback will be provided within 10 working days of the consideration of the initial investigation.

Should it be alleged that the Managing Director & CEO is involved in the alleged malpractice, the Company.

The conclusion of any subsequent investigation will be reported by the Investigating Officer to the