

## **WHISTLE BLOWING POLICY**

**Person responsible for reviewing this Policy – Karen Abbott**

**September 2025 – reviewed annually**

**This Policy is available on Harrison Allen’s website and can be made available in large print or other accessible formats if required by making a request to [enquiries@harrisonallen.co.uk](mailto:enquiries@harrisonallen.co.uk)**

## **Whistleblowing**

Whistleblowing, also called ‘making a disclosure in the public interest’, is when you report a suspected wrongdoing or voice a concern about someone.

We encourage whistleblowing. We would prefer to know your concerns rather than find out about something when it’s too late. If you are worried about something, we would rather that you raised it even just as a concern rather than wait for proof.

Issues you could raise:

- Safeguarding concerns including a disclosure of abuse
- Fraud
- Health and safety
- Environmental damage
- Criminal activities
- Legal duty - people or companies failing to comply with their legal duty

One-to-one tutors are uniquely positioned to observe changes in students’ behaviour and attitude and there have been examples where tutors have had the wisdom and presence of mind to contact us with concerns (eg students home alone, very sad, minor self-harm issues). Some of these may have appeared quite minor or even insignificant on their own. We have taken these concerns forward to our Local Authority clients and this information sharing has been very well received.

In every case, the liaison demonstrated an excellent example of good co-ordination and effective identification of risk (i.e. “joining the dots”) since other people had also expressed concerns about these students and joining the information up helped to establish a meaningful overall picture.

## **The purpose of this Policy**

This policy is to:

- Encourage you to feel confident in raising concerns
- Explain the confidential methods of raising concerns
- To ensure that you understand how your concerns will be dealt with
- To reassure you that you will be protected from reprisals or victimisation

## How to raise your concerns

**If you are a tutor with a concern about a student**, the Harrison Allen Safeguarding and Child Protection Policy provides useful guidance on dealing with disclosures and how to manage the situation including how to record any concerns and the appropriate steps to take. You also have been given a document 'What to do if a Disclosure of Abuse is made or you are concerned about a student'.

Always consider if IMMEDIATE action is necessary to ensure a student remains safe. Any consultation must not delay a referral. In an emergency, call the POLICE.

In any event, talk to Harrison Allen's Designated Safeguarding Lead (Karen Abbott 07436030122) and/or her Deputy (Susi Wood 07961 543733) as soon as possible (ALWAYS WITHIN 24 HOURS) and follow the procedures in Harrison Allen's Safeguarding Policy.

Record all of the details in writing, using only initials for the student's identification. Remember to ensure that everything is dated/timed/signed.

The Designated Safeguarding Lead will refer the concern to the relevant referring client who in turn liaise with the requisite agency (LADO/Children's Social Care Services and/or the police in an emergency).

If for any reason you would prefer not to report to Harrison Allen you can contact the referrer at the Local Authority client or the relevant Local Authority Designated Officer (LADO) – a google search will give you the correct current, contact details of the relevant LADO and the procedures to follow.

In many circumstances where a concern has been raised by a tutor about a student, it might be uncomfortable for the tutor to return to tutoring the student in question – we are aware of that sensitivity and will discuss that with you.

**If you are a member of staff at Harrison Allen**, please refer any concerns to your line manager or if you are uncomfortable doing that, the Director, Julie Harrison.

Please note that Whistleblowing procedures are for concerns where the interests of others or of Harrison Allen are at risk. If you are aggrieved about your personal position, you should follow the usual complaints procedures through your line manager.

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