

Whistleblowing Policy for Learners

1. Purpose

The purpose of this policy is to ensure that all learners understand how to raise serious concerns about wrongdoing or unsafe practices within [Organisation Name]. This policy helps to protect learners, staff, and the organisation by ensuring concerns are raised responsibly and handled appropriately.

This policy supports our wider commitment to safeguarding, equality, integrity, and transparency in line with:

- The Public Interest Disclosure Act 1998 (PIDA)
- Education and Skills Funding Agency (ESFA) funding agreements
- Keeping Children Safe in Education (KCSIE 2024)
- Working Together to Safeguard Children (2023)
- Ofsted's Education Inspection Framework

2. What is Whistleblowing?

Whistleblowing is when a learner raises a genuine concern about wrongdoing, risk, or unethical behaviour that affects others within the organisation. It's not the same as making a complaint about a personal issue (such as dissatisfaction with a course or assessment).

Whistleblowing is about reporting a concern in the public interest.

3. Examples of Whistleblowing Concerns

Learners might use this policy to report:

- Safeguarding concerns about another learner, staff member, or visitor
- Criminal activity (e.g., fraud, theft, illegal behaviour)
- Bullying, harassment, discrimination, or abuse of power
- Health and safety risks or unsafe working/learning environments
- Breaches of data protection or confidentiality
- Financial irregularities or misuse of funds
- Attempts to cover up wrongdoing or unethical conduct

4. Who This Policy Applies To

This policy applies to all learners enrolled with Professional Training Solutions regardless of their age, location, or programme of study. It also applies to apprentices in the workplace who may witness unsafe or unethical practices during their training or employment.

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5. How to Raise a Concern

Learners are encouraged to raise concerns as soon as possible. Concerns can be raised confidentially through any of the following routes:

1. Quality Manager
Amanda Main, Head of Quality, a.main@protrain-solutions.co.uk, 01252 712945
2. Designated Safeguarding Lead (DSL):
Chantelle Byng, Health & Social Care Programme Manager, c.byng@protrain-solutions.co.uk, 01252 712845
3. External Routes (if internal reporting is not appropriate):
 - ESFA: complaints.esfa@education.gov.uk
 - Ofsted Whistleblowing Hotline: 0300 123 3155 or
whistleblowing@ofsted.gov.uk
 - Public Concern at Work (Protect): 020 3117 252www.protect-advice.org.uk

6. Confidentiality and Protection

- Learners who raise genuine concerns will not be treated unfairly or suffer any disadvantage as a result of whistleblowing.
- Concerns will be treated in strict confidence, and identities will only be shared where absolutely necessary.
- Anonymous reports will be considered, but it may be harder to investigate fully without contact details.

7. How Concerns Will Be Handled

1. The Quality Manager or DSL will acknowledge receipt of the concern within 5 working days.
2. An initial assessment will be made to decide how the concern should be handled.
3. Investigations will be carried out sensitively, fairly, and in line with our disciplinary and safeguarding procedures.
4. Where appropriate, outcomes or actions will be shared with the learner, within confidentiality limits.

If the concern relates to a safeguarding issue, the Safeguarding Policy will take precedence.

8. Safeguarding and Whistleblowing

All safeguarding concerns must be reported immediately to the DSL.

Whistleblowing is not a substitute for following the safeguarding procedure but can be used if a learner feels unsafe raising a concern through the usual channels (for example, if they believe the concern involves a member of staff).

9. Training and Awareness

Learners are made aware of this policy during:

- Induction and onboarding
- Safeguarding and Prevent sessions
- Tutorials or progress reviews

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Posters, online materials, and contact details for the DSL and Whistleblowing Lead are displayed clearly on learner noticeboards and the organisation's website.

10. Monitoring and Review

The Quality Manager will monitor the number and nature of learner concerns raised and ensure lessons learned inform future training and risk management. This policy will be reviewed annually, or earlier if there are changes in legislation or guidance.

11. Related Policies

- Safeguarding and Prevent Policy (POL083)
- Complaints Policy
- Equality, Diversity and Inclusion Policy
- Health and Safety Policy

12. Contact Details

Head of Quality: Amanda Main

Designated Safeguarding Lead (DSL): Chantelle Byng

Version Control

Version Date Details of Change Approved By Next Review Date

1.0 08/10/2025 Creation of Policy DK Hughes 08/10/2026

Approval: This policy has been reviewed and approved by the following individuals:

Name	Title	Signature	Date
Jackie Denyer	Managing Director		8 th October 2025

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