



## **Whistleblowing Policy**

### **What is Whistleblowing?**

Whistleblowing encourages and enables employees to raise serious concerns rather than overlooking a problem.

Employees could be in the best position to identify that there is something wrong with Paragon Training Academy Limited services or learner conduct. However, we are conscious that they may hesitate to express their concerns as they feel that speaking up would be disloyal to their colleagues or to Paragon Training Academy Limited.

### **Our Commitment**

Paragon Training Academy Limited Ltd is committed to the highest possible standards of openness, probity and accountability. In line with that commitment we expect employees, learners, and others that we deal with, who have serious concerns about any aspect of the Paragon Training Academy Limited's work to come forward and voice those concerns.

### **Who does the Policy apply to?**

The policy applies to all employees and learners.

### **The Aims of the Policy**

- To encourage you to feel confident in raising concerns and to question and act upon concerns about practice.
- To provide avenues for you to raise concerns in confidence and receive feedback on any action taken.
- To ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied.
- To reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made a disclosure in good faith.

### **What Types of Concern are Covered?**

- Conduct which is an offence or a breach of law.
- Failure to comply with a legal obligation & any Service Level Agreement.
- Disclosures related to miscarriages of justice.
- Health and safety risks, including risks to the learner as well as other employees.
- Damage to the environment.

- The unauthorised use of public funds.
- Possible fraud and corruption.
- Sexual, physical or other abuse of clients.
- Other unethical conduct.
- Actions which are unprofessional, inappropriate or conflict with a general understanding of what is right and wrong.

### **Confidentiality**

All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. At the appropriate time, however, you may need to come forward as a witness.

This policy encourages you however to put your name to your concern whenever possible. Please note that:

- Staff and learners must disclose the information in good faith.
- Staff and learners must believe it to be substantially true.
- Staff and learners must not act maliciously or make false allegations.
- Staff and learners must not seek any personal gain.

### **How to Raise a Concern**

As a first step, you should normally raise concerns with your immediate Line Manager (for employees) and Tutors (for learners). This may depend, however, on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice. For example, if you believe that management is involved you should approach a more senior level of management with your Directors.