

Whistleblowing Policy

Best Practice Training & Development Ltd offers skills training and professional certification for a wide variety of stakeholders and learners.

Whistleblowing encourages and enables staff to raise serious concerns within the company rather than overlooking a problem or 'blowing the whistle' outside.

Staff are often the first to realise when there is something seriously wrong. However, they may not express their concerns as they feel that speaking up would be disloyal to their colleagues or to the company.

Best Practice Training & Development Ltd is committed to the highest possible standards of openness, probity and accountability. In line with that commitment we expect staff, and others that we deal with, who have serious concerns about any aspect of the organisation's work to come forward and voice those concerns.

The policy applies to all staff, (including those designated as casual hours, temporary, agency, authorised volunteers or work experience), and those contractors working for the company on our premises and the premises of our clients.

The aims of the policy are:

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

Types of concerns that are covered by the policy:

- Conduct which is an offence or a breach of law.
- Failure to comply with a legal obligation.
- Disclosures related to miscarriages of justice.
- Health and safety risks, including risks to the public as well as other staff.
- Damage to the environment.
- The unauthorised use of public funds.
- Possible fraud and corruption.
- Sexual, physical or other abuse of clients or learners.
- Other unethical conduct.
- Actions which are unprofessional, inappropriate or conflict with a general understanding of what is right and wrong.

NB. Other procedures are available to staff e.g. the Grievance procedure which relates to complaints about their own employment. This policy also does not replace other corporate complaints procedures which are for public use.

We recognise that the decision to report a concern can be a difficult one to make. If what you are saying is true, you should have nothing to fear because you will be doing your duty to your employer and those for whom you provide a service.

We will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect staff when they raise a concern which is in the public interest.

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

- Staff must believe the disclosure of information is in the public interest.
- Staff must believe it to be substantially true.
- Staff must not act maliciously or make false allegations.
- Staff must not seek any personal gain.

This Whistleblowing Policy is made known to all our staff including all Best Practice consultants, tutors, assessors and all learners.

The Whistleblowing Policy is the responsibility of the Managing Director to implement

If you have any concerns relating to an issue which you believe to be a qualifying disclosure covered by this policy then please contact:

Managing Director
Best Practice Training & Development Ltd
Centre Block
Hille Business Centre
132a St Albans Road
Watford
WD24 4AE

In the event that the qualifying disclosure relates to the Managing Director then the initial contact should be made to a member of the company's Advisory Board. Contact details are available from the Administration Team on 01923 225225 or the address above.

Contacts

PROTECT (formerly PCAW)
Helpline: 020 3117 2520 (option 1)
Email: WHISTLE@PROTECT-ADVICE.ORG.UK

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